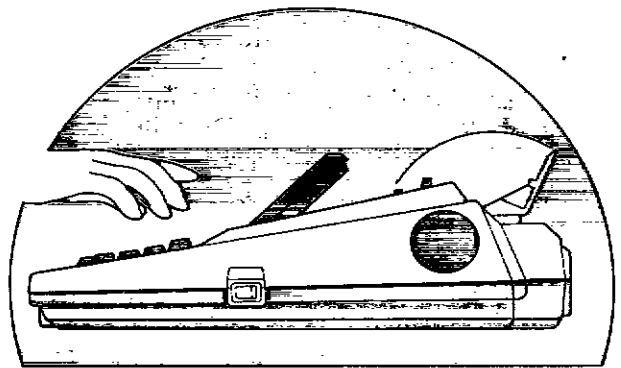


**Panasonic**

# WORD PROCESSOR

OPERATING INSTRUCTIONS

MODEL NO. **KX-W1030**



Before operating this unit, please read these instructions completely.

Thank you for your purchase of the  
Panasonic Word Processor KX-  
W1030.

### IMPORTANT (FOR UNITED KINGDOM)

The wires in this mains lead are coloured in accordance with the following code:

Blue: Neutral  
Brown: Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the following markings identifying the terminal in your plug, proceed as follows:

- The wire which is coloured blue must be connected to the terminal which is marked with the letter N or coloured black.
- The wire which is coloured brown must be connected to the terminal which is marked with the letter L or coloured red.

#### Important Note

Under no circumstances must either of the above wires be connected to the earth terminal of a three pin plug.

- This equipment is produced to BS800: 1988.

### WARNING

- When you operate this equipment, the power-outlet should be near the equipment and be easily accessible.
- Power source voltage of this unit is listed on the nameplate. Do not fail to plug the typewriter into an outlet with the proper voltage.
- To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

The serial number of the unit may be found on the label at the right side of the unit when the Paper Support is opened, the LCD is pulled toward you and then the Front Plate is removed. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase or for future reference.

MODEL NO. KX-W1030

SERIAL NO.

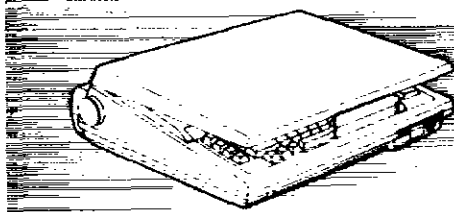
NAME OF DEALER

DATE OF PURCHASE

## Precautions

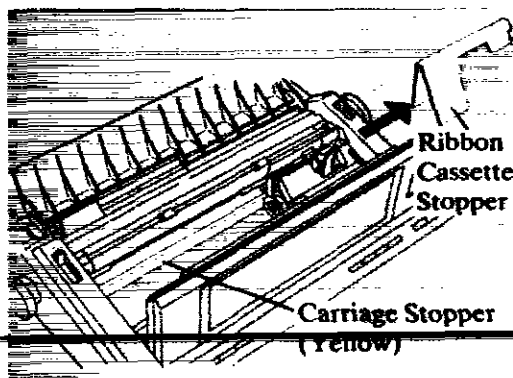
(Be sure to read this section before operating the unit.)

To use the unit, first remove the  
Hard Cover as shown in the figure.



- After confirming that the POWER switch is turned to STANDBY (⏻), open the Paper Support and pull the LCD toward you. Remove the Front Plate by lifting. Then remove the Ribbon Cassette Stopper installed on the Ribbon Cassette and the Carriage Stopper installed on the carriage shaft.

Be sure to keep these stoppers so the unit can be transported safely, if the need arises.



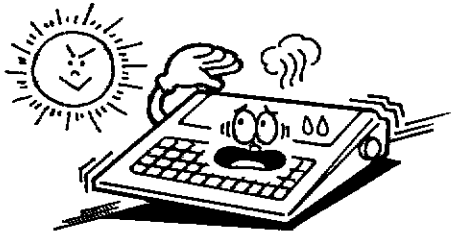
- When you transport or ship the unit, be sure to position the carriage at the far right of the unit, and insert the Carriage Stopper and the Ribbon Cassette Stopper.

\*If there is a protective film on the LCD Cover, remove it so that it does not interfere with the LCD.  
(Refer to p.10.)

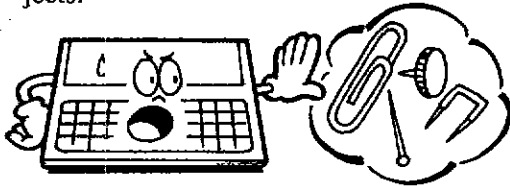
Any details given in these Operating Instructions are subject to change without notice.

## Cautions

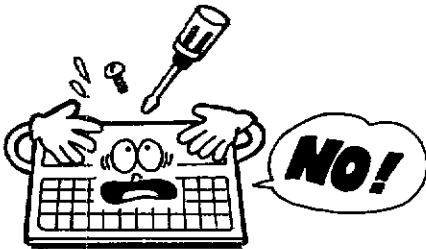
- Do not place your unit where it is exposed to direct sunlight, heat or intense vibration.



- Do not allow any foreign matter to enter the interior of the unit or get between the keys. Be especially careful of metal objects.



- To prevent electric shock, do not remove screws. No user serviceable parts inside.

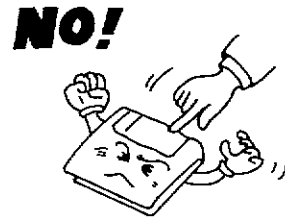


- Use only soft, dry cloth to clean your unit. Water or thinners may damage the covers, cases or electronic circuitry.

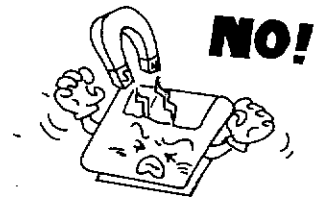


## Handling Disks

- Never touch the magnetic material inside the plastic cartridge.



- Never expose to magnetism (such as found near telephones, loud speakers and common magnets).



- Never carry your unit with the disk installed.

## Accessories (Included)

Make sure that the following parts have been included with the unit.

● Ribbon Cassette	
(installed on the carriage)	
● Correction Tape	
(installed on the carriage)	1
● 3.5" Micro-Floppy disk	1
● Daisywheel [KX-R10]	
(installed on the carriage)	1
● Operating Instruction Manual	1
● Hard Cover	1

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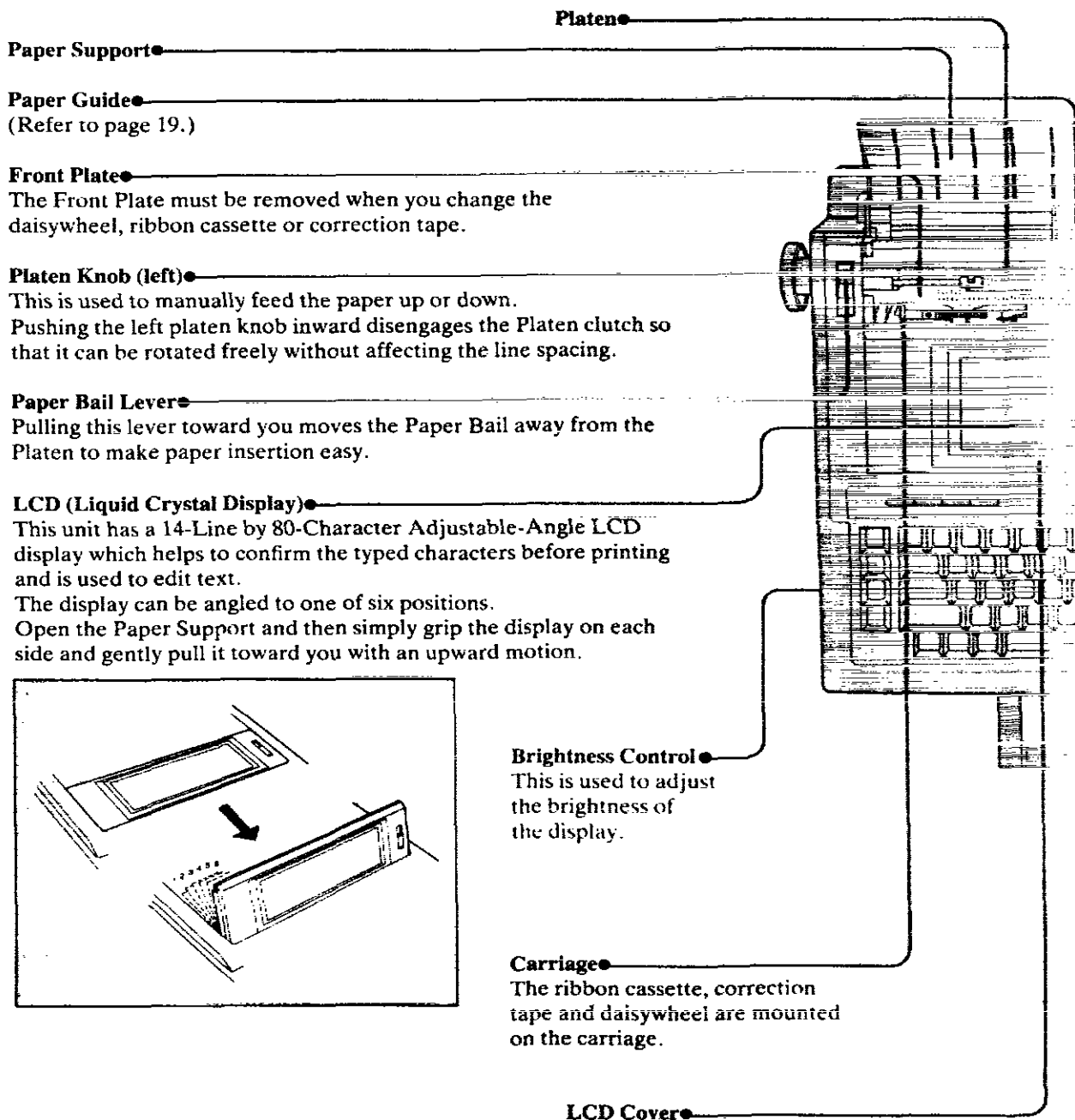
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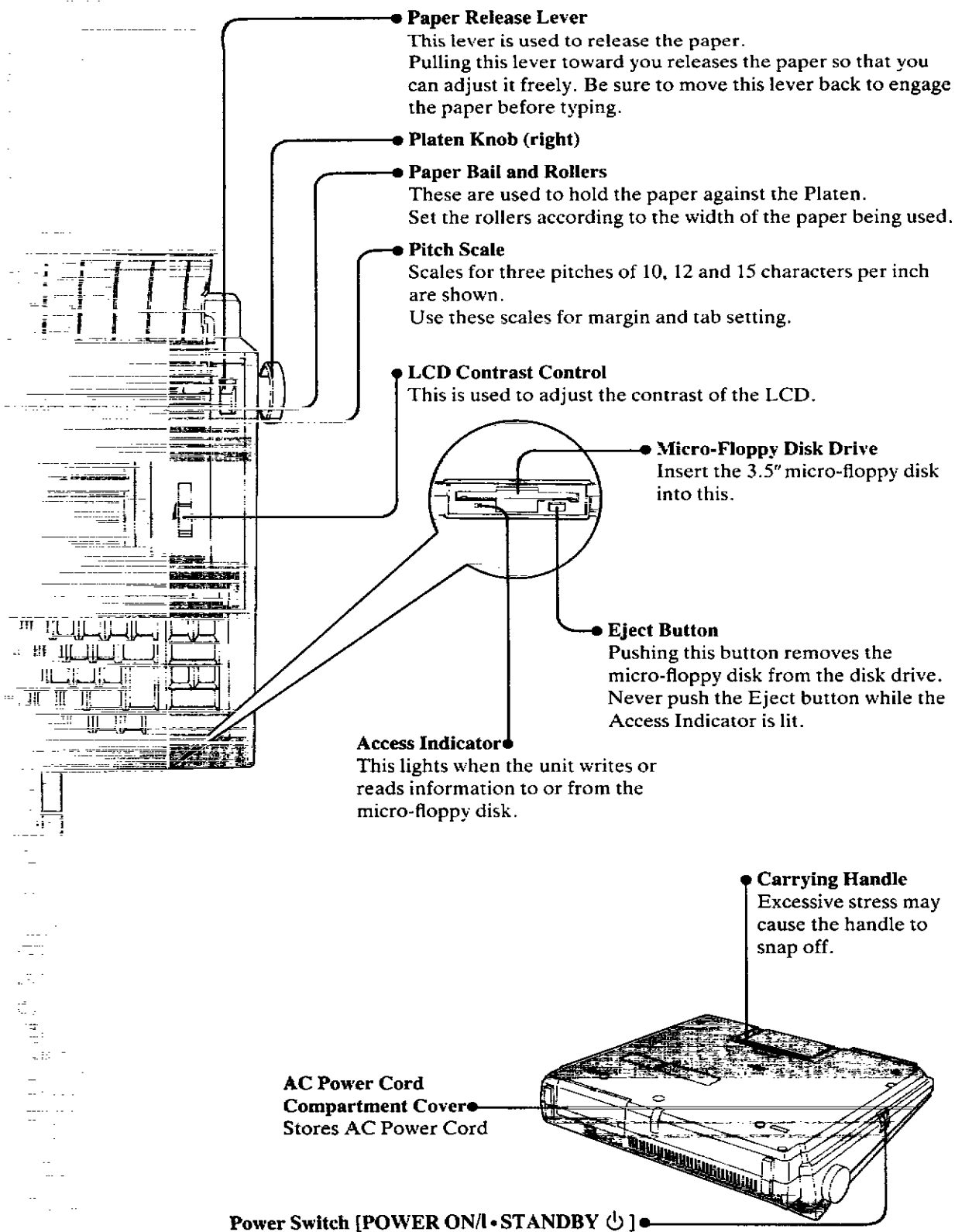
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# 1-1 COMPONENT DESCRIPTION

## A Main Parts





## **B** Selector Keys

### **Typing Mode Selector Key (MODE)**

#### **Normal (NORM) Typing Mode**

The characters entered will be printed immediately. You can set the margins and tabs in this mode and select either **NORM** or **AUTO** Carriage Return in the Typewriter Mode by pressing the **CODE + A** keys.

#### **Display (DISP) Typing Mode**

The characters entered will first appear on the display and can be edited (inserted, deleted, corrected) before they are printed. When typing a character after entering "Hyphen" or "Space" within the "Hot Zone" or beyond the "Right Margin", Auto Return will occur. To print a line which does not reach the right margin or "Hot Zone", press the **RETURN** (↵) key.

#### **Justify (JUST) Typing Mode**

The characters entered will first appear on the display, at which time the characters can be edited before they are printed. When the characters exceed the right margin, the unit will start printing the line up to the last word within the right margin, aligning the last character of each line at the right margin and returning the carriage automatically.

To print a line which does not reach the right margin, press the **RETURN** (↵) key.

- In the **Word Processor Mode**, the characters entered will appear on the display at any time (**NORM/DISP/JUST**).

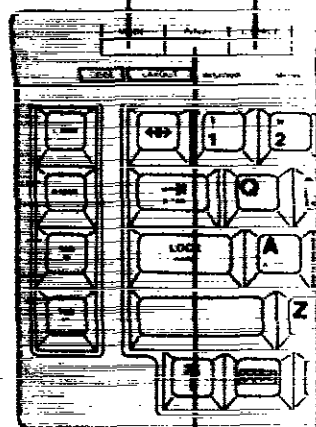
### **Pitch Selector Key (PITCH)**

This selector should correspond with the pitch of daisywheel in the machine.

Each time this selector key is pressed, "10", "12" and "15" will appear on the display in that order.

- "10" . . . 10 character per inch or  
100 characters per line can be printed.
- "12" . . . 12 characters per inch or  
120 characters per line can be printed.
- "15" . . . 15 characters per inch or  
150 characters per line can be printed.

- When setting each position, the margin format will be changed corresponding to the current pitch setting.



## ● Line Spacing Selector Key (L. SPACE)

This selector is used for choosing the amount of paper that is fed each time the **RETURN** (↵) key is pressed, which in turn generates a linefeed command.

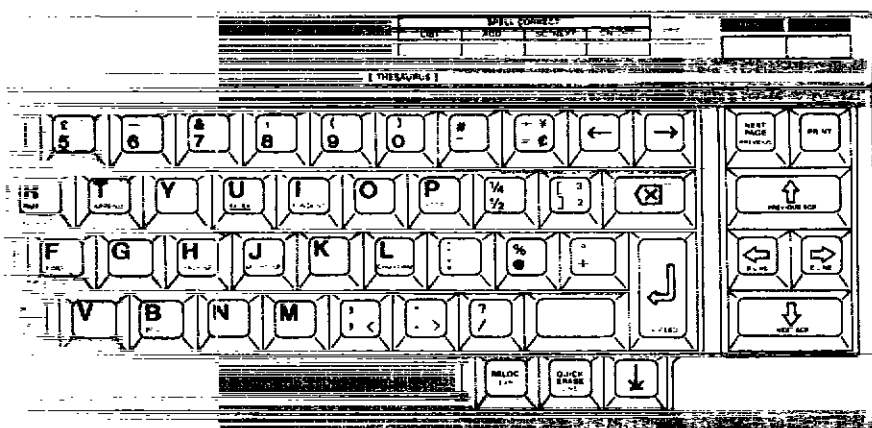
Each time the Line Spacing selector key is pressed, "1", "1.5" and "2" will appear on the display in that order.

"1" ..... Paper is fed one line for each linefeed command.

"1.5" ..... Paper is fed one and a half lines for each linefeed command.

"2" ..... Paper is fed two lines for each linefeed command.

- When the Platen Knob is rotated manually, each click moves the Platen one half line.



## ● Keyboard Selector Key (K.B)

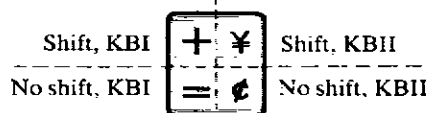
This selector is used to switch between the characters and symbols contained on each key cap.

Each time this selector key is pressed, "I" and "II" will appear on the display in that order.

"I" ..... The characters and symbols on the left side of the key can be typed.

"II" ..... The characters and symbols on the right side of the key can be typed.

- The symbol (°) is used as degree sign.



41°F (5°C)

## C Function Keys

### Margin Release Key (←→)●

Releases left and right margins.

### Tab Key (→|)●

Moves the carriage/cursor to the next tab stop position or to the right margin.

### Left Margin Key (L MAR)●

Sets the left margin at the current carriage/cursor position.

### Right Margin Key (R MAR)●

Sets the right margin at the current carriage/cursor position.

### Tab Set Key (TAB +)●

Sets TAB stops.

### Tab Clear Key (TAB -)●

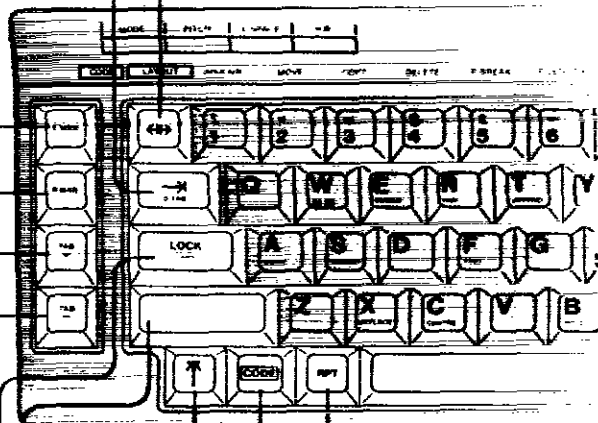
Clears individual TAB stop. Also clears all tabs and margins when used with the **CODE** key.

### Shift Lock Key (LOCK)●

Pressing down this key creates Shift lock so that capital letters or symbols on the top part of keys can be entered successively. Pressing the **SHIFT** key terminates Shift lock.

### Shift Key (⇧)●

Pressing a character key while holding down this key causes the capital letter or the symbol on the top part of the key to be entered.



### Space Bar●

Moves the carriage/cursor one space toward the right.

### Repeat Key (RPT)●

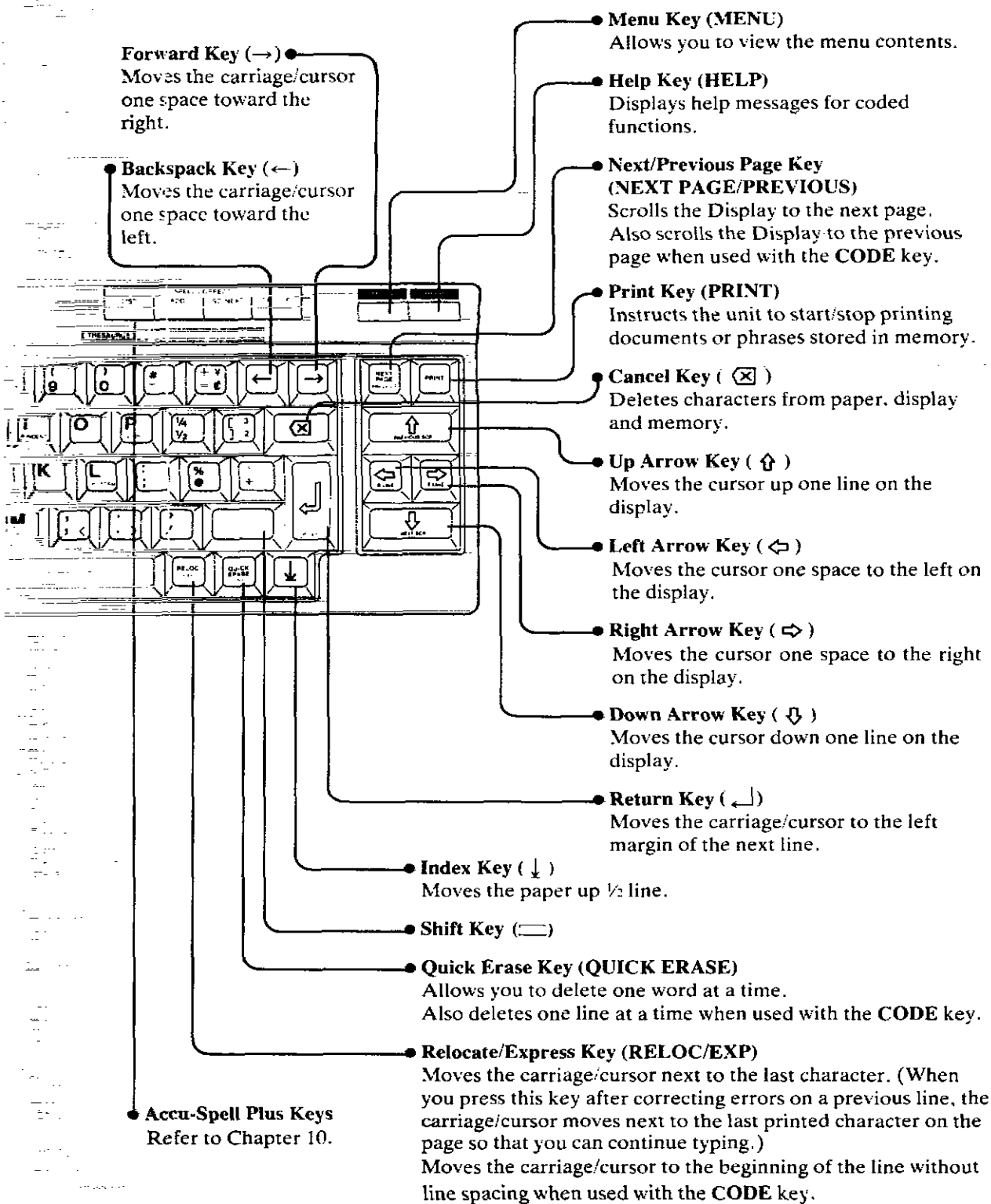
Repeats all character and spacing keys.

### Code Key (CODE)●

Command key for automated functions used in conjunction with other keys.

### Reverse Index Key (↑)●

Moves the paper down ½ line.



## D Names and Operation of the LCD

### MODE

This indicates the current Typing Mode. (NORM/DISP/JUST)

### PITCH

This indicates the current Pitch Setting. (10, 12, 15)

### L.SP

This indicates the current Line Spacing. (1, 1.5, 2)

### KB

This indicates the current Keyboard Selection. (I, II)

MODE PITCH L.SP KB

COLUMN LINE PAGE MEM.REM

### Column Display

In the Text or Phrase Memory Mode, this indicates the number of the column in which the cursor is located.

### Line Display

In the Text or Phrase Memory Mode, the line number is displayed.

### Page Display

In the Text or Phrase Memory Mode, the page number is displayed.

### Memory Remain Display

This indicates the number of remaining characters available in the Text, Phrase or Address List Memory Mode.

### Editing & Message Lines

Typed characters or characters called from memory are displayed on these lines. Characters can be edited in this area before they are printed.

Also, these lines indicate various messages (messages that indicate what to do next and tell you what error was made, etc.).

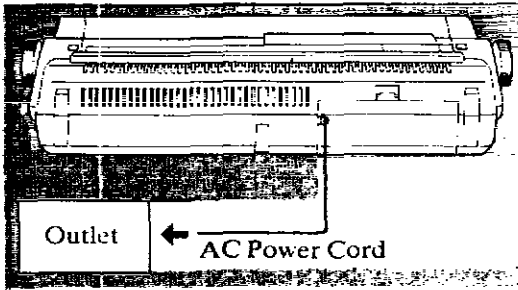


# 1-2 POWER SUPPLY

## A Using Household AC Power

Fit a suitable plug to the AC Power Cord before use.

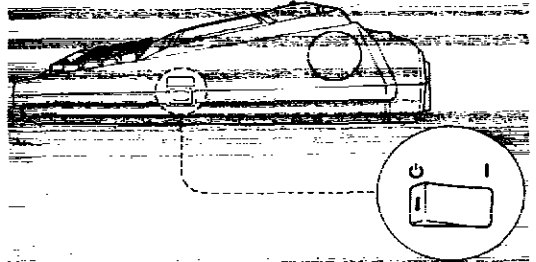
Plug the power cord into an outlet of the proper rating which is listed on the name-plate located on the bottom of the type-writer.



\*When you will not be using the type-writer for a long period, unplug the Power Cord after turning the POWER switch to **STANDBY** (⏻). About 3 watts are consumed even while the **POWER** switch is turned to **STANDBY** (⏻).

## B Power Switch

When the **POWER** switch is set to "I", the carriage will move to the left margin which was previously set. The unit is now ready for typing.



## C Memory Back-up Function

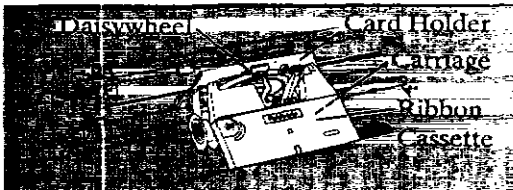
The following information will be stored even after the **POWER** switch is turned to **STANDBY** (⏻):

- Stored Phrases
- Tabs
- Margins
- Stored Dictionary
- Typing Impression
- Selector Mode

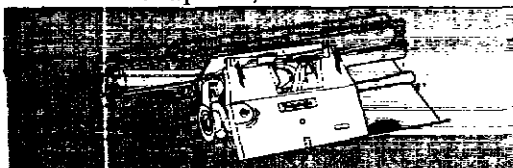
The built-in lithium battery that is used to retain these functions can be used for about 5 years.

# 1-3 CHANGING THE RIBBON CASSETTE

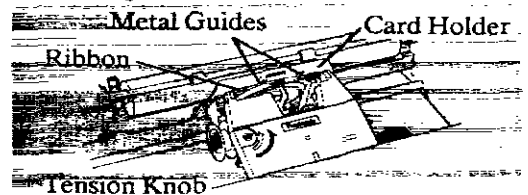
- 1 Open the Paper Support and remove the Front Plate. You will see the carriage, ribbon cassette and daisywheel.



- 2 Hold the ribbon cassette on both sides and lift up the front portion (where the ribbon is exposed) to remove.



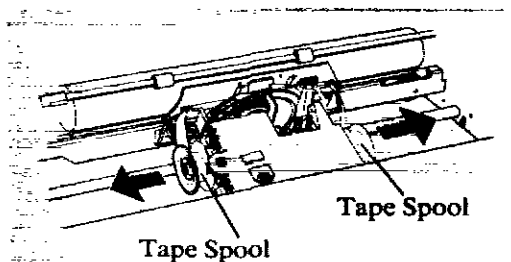
- 3 To insert a new cassette, place the back end of the cassette on the cassette holder on the carriage and snap the front portion of the cassette onto the carriage.



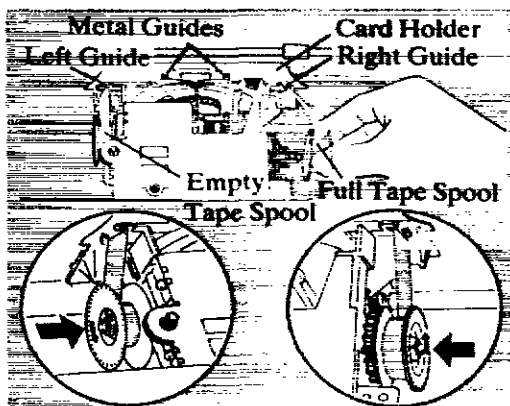
- 4 Advance the tension knob on the cassette Anti-clockwise until the ribbon slack is removed.

# 1-4 CHANGING THE CORRECTION TAPE

- 1 To replace the correction tape, lift out the typing ribbon cassette (see "1-3 CHANGING THE RIBBON CASSETTE") and remove the two spools of the lift-off tape by pulling them outwards.



- 2 Place the empty spool of new tape on the left pin so that the tape winds Anti-clockwise. Place the tape around the left guide and behind both metal guides. Pull the tape around the right guide and place the loaded spool on the right pin so that the tape unwinds Anti-clockwise.



- 3 Manually turn the left-hand spool in the Anti-clockwise direction, tightening the tape until resistance is felt.
- 4 Replace the typing ribbon cassette.

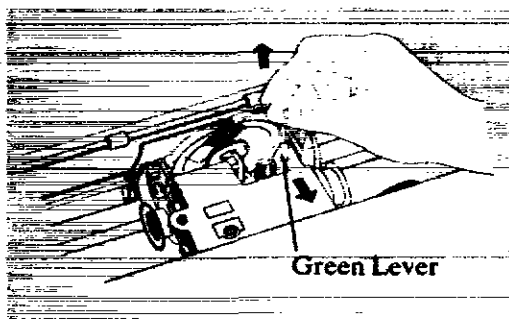
\*After exchanging the correction tape, confirm that the correctable (rough) side of the tape faces toward the platen.

# 1-5 CHANGING THE DAISYWHEEL

You can remove the daisywheel without removing the ribbon cassette.

You will see a green lever on the right side of the carriage. Pull this lever toward you and lift out the plastic cartridge of the daisywheel.

To insert the daisywheel, place the plastic cartridge in the carriage with the characters facing toward the platen. Push the green lever back into position.

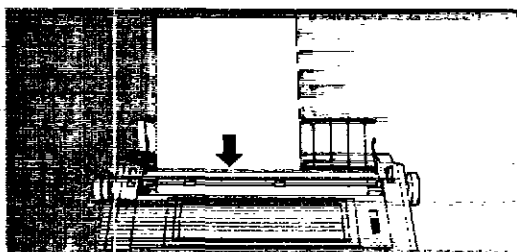


# 1-6 INSERTING THE PAPER

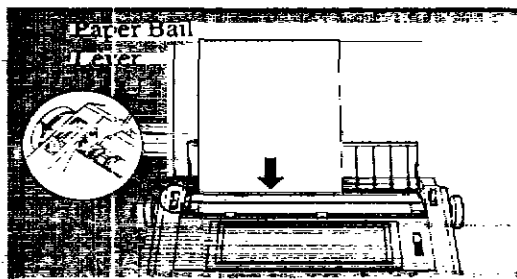
- 1 Open the Paper Support and position the Paper Guide for the size of the paper you are using. (The Paper Guide is located on the Paper Support and can be moved from side to side.)



- 2 Insert the paper evenly behind the Platen.



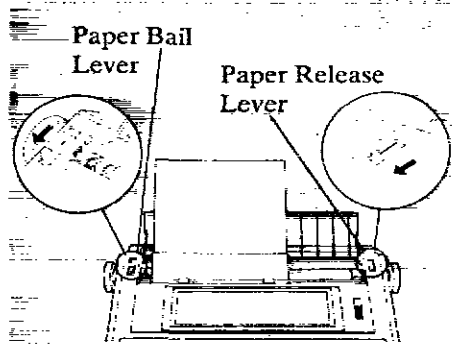
- 3 Pull the Paper Bail Lever towards you. While keeping the left edge of the paper in line with the Paper Guide, press the **CODE+RETURN** (↵) keys. Your paper is automatically positioned at line 7. Should you wish to change the point of insertion, using the **RETURN** (↵), **INDEX** (↓) or **REVERSE INDEX** (↑) key or turning the platen knob will move the paper to the desired position.



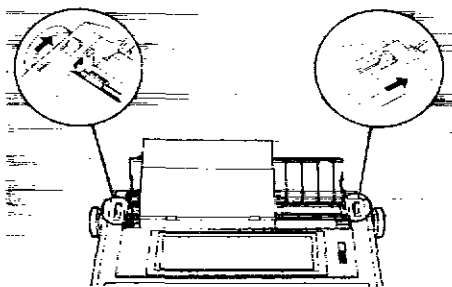
**NOTE:** If there is any slack in the paper, proper printing and correction will not be possible. Hold the paper by the top edges and pull up to remove any slack.

Please do the following.

Pull the paper bail and paper release levers toward you and adjust the paper.



Return the paper release and paper bail levers to their original position.

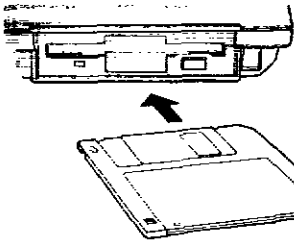


# 1-7 MICRO-FLOPPY DISK

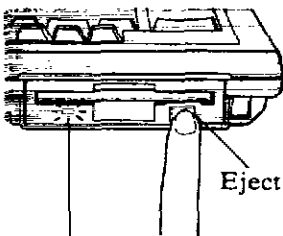
Your unit is equipped with a Random Access Micro-Floppy Disk Drive. This Micro-Floppy Disk Drive allows you to use a 3.5-inch 2DD type micro-floppy disk. "2DD" means double-sided, double density and double track. You may store up to 713K per disk. The 713K means approximately 713,000 characters of information.

You can not store information on a 3.5-inch 1DD type micro-floppy disk (single sided, double density), however, you may load information from 1DD disks created on other Panasonic word processors having model numbers beginning with "KX-W".

## A Inserting the Micro-Floppy Disk



- 1 Insert the disk into the Disk Drive as shown.
  - Insert the disk shutter side first with the label facing up.
- 2 Gently push the disk until it clicks and the Eject Button pops out.
- 3 Push the Eject Button to remove it.



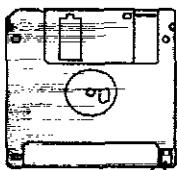
Access Indicator

Eject Button

- Never turn the **POWER** Switch to ON (I) or STANDBY (⏻) when the disk is installed in the Disk Drive.
- Never insert or remove a disk while the Access Indicator is lit.

## B Protecting a Disk from Erasure

The Disk can be protected against accidental erasing. When the disk is protected, you can not **FORMAT**, **STORE**, **RENAME** or **DELETE** documents. This feature prevents you from "accidentally" erasing or disturbing documents on the disk.



**To protect a disk,**  
slide the button toward the base of the cartridge so that a hole appears.

If you try to store on or format a protected disk, the display will prompt:

Protected Disk!



Load Only  
(Protected)

Store/Load

**To remove the Protection,**  
slide the button toward the top of the cartridge to close the hole.

# 1-8 TYPEWRITER MODE AND WORD PROCESSOR MODE

The unit has two operation modes: Typewriter Mode and Word Processor Mode.

## Typewriter Mode

When you turn on the power, the unit is automatically set to the Typewriter Mode. In this mode, you can operate the unit as an electronic typewriter.

## Word Processor Mode

The unit automatically stores your text created in this mode to the Text Memory. This mode allows you to create a new text, to edit it, to store it to the disk, to print it and to use the Mail Merge. Once you begin using the Word Processor Mode, you will find yourself using it all the time because of its useful functions.

Chapter 2 provides instructions for the Typewriter Mode, and Chapter 3 for the Word Processor Mode.

## A Main Menu

1 Turn the **POWER** switch to ON (I).



2 Press the **MENU** key.  
You will see the Main Menu on the display.

### Main Menu

1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial

The Main Menu allows you to select the desired function.

- |                              |  |
|------------------------------|--|
| 1. Typewriter Mode .....     | This mode allows you to operate the unit as an electronic typewriter.                    |
| 2. Create Text .....         | Selects the Word Processor Mode. Text created in this mode is stored in the Text Memory. |
| 3. Edit Text .....           | Allows you to edit the text stored in the Text Memory.                                   |
| 4. Load Text from Disk ..... | Loads a text file stored on a disk into the Text Memory.                                 |
| 5. Store Text to Disk .....  | Stores the text created in the Text Memory to a disk.                                    |
| 6. Mail Merge .....          | Allows you to merge a form letter requiring variable information with a mail list.       |

- |                               |  |
|-------------------------------|--|
| 7. Address List .....         | Allows you to store up to 999 separate records in Address List Memory.   |
| 8. Auto Column Plus .....     | Allows you to make a ruled table of data and perform basic calculations  |
| 9. Utility and Tutorial ..... | <ul style="list-style-type: none"> <li>● Opens or erases a phrase in the Phrase Memory.</li> <li>● Deletes or renames a file stored on a disk.</li> <li>● Copies a disk to another disk.</li> <li>● Formats a disk for first time use or erases all previously stored files.</li> <li>● Shows the names of the files stored on a disk.</li> <li>● Teaches you how to operate the functions.</li> </ul> |

## B Help Key

The **HELP** key has been specifically designed for you to do just that—**HELP** you when you cannot remember how to perform a function.

As you continue through this section of the manual, you will learn how to do certain functions and why you are doing them. When at any time, you can not remember how these steps are performed, the **HELP** key will guide you through.

You may access the **HELP** functions by pressing the **HELP** key.

The Main **HELP** menu gives all the Coded functions and a condensed explanation of what each code represents. This list is alphabetized. Some of the Codes have asterisks (\*) beside them. These coded functions are self-explanatory and do not have sub-menus.

The more advanced features (without asterisks) offer sub-menus. These sub-menus provide step by step detail.

Let's call up the **HELP** menu to see how it works.



Press the **HELP** key.

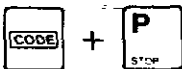
Your display will show a list of coded operations.  
(Main **HELP** Menu)

- For more **HELP**, press the **INDEX** ( ↓ ) key. The second display of the Main **HELP** Menu appears. Pressing the **INDEX** ( ↓ ) key repeatedly, allows you to move through the sub-menus of each operation. To return to the previous display, press the **REVERSE INDEX** ( ↑ ) key.

To return to the first display from the sub-menu, press the **CODE + RELOC** keys.

In order to recall detailed sub-menus for various functions directly, press the **CODE + "the letter key corresponding to the function required"**.

For example,



Press the **CODE + P** keys.

You will see the operational steps for Stop Code.

- If you press the **INDEX** ( ↓ ) key, the sub-menu for the next alphabetical code will appear.
- If you press the **CODE +** any other Code command keys, that sub-menu will appear if available.
- To exit the **HELP** display, press the **HELP** key again.

# 1-9 USING THE TUTORIAL DISK

## A Tutorial Disk

The floppy disk included with your system contains a tutorial program. Operating this tutorial will teach you some of the most popular features of your system. This is a quick and informative way to learn more about your unit. It is not necessary to format the Tutorial Disk. It is already formatted and ready for use. Do not attempt to use the Tutorial Disk in any other machine.

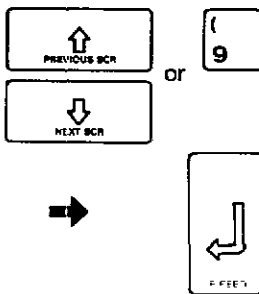
## B Using the Tutorial Disk

- 1 Turn the **POWER** switch to ON (I).
- 2 Insert the disk included with your system into the Disk Drive.
- 3 Press the **MENU** key to display the Main Menu.



### Main Menu

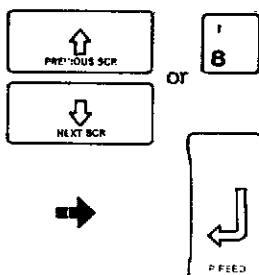
1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial



- 4 Select "Utility and Tutorial" by using the **ARROW** keys or entering "9".
- 5 Press the **RETURN** (↵) key.  
The display will show the Utility menu.

### Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial



- 6 Select "Tutorial" by using the **ARROW** keys or entering "8".
- 7 Press the **RETURN** (↵) key.  
The display will show the tutorial messages.
- 8 Read the tutorial messages and follow the instructions.

## 2-1 TYPEWRITER MODE

This section introduces you to the fundamental operations of your Panasonic Word Processor. Read through it and do the exercises to familiarise yourself with each operation.

### A Procedure for Typing

- 1 Confirm that the ribbon cassette, correction tape and daisy-wheel are properly installed on the carriage.
  - Remove the Ribbon Cassette Stopper and the Carriage Stopper if you have not already done so.
- 2 Turn the **POWER** switch to ON (I).

Whenever you turn on the power, the unit is automatically set to the Typewriter Mode.

The unit remembers the last margin format you used and moves the carriage/cursor to the stored left margin.

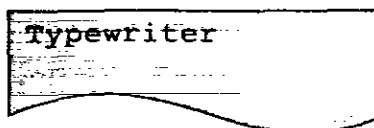
The display shows the number of characters available on the writing line, the typing mode, the pitch, the line space, the keyboard, etc, on the Status line.

  - Confirm that the Pitch Selector is set to the pitch of the daisywheel you are using.
- 3 Insert the paper behind the platen and rotate the platen knob to feed the paper to the desired position.

Now you can begin typing.
- 4 Type the following characters.

#### Typewriter

- When the Typing Mode is set to the "NORM" position, the characters will be printed on the paper immediately.
- When the Typing Mode is set to the "DISP" or "JUST" position, the characters will appear on the display. Press the **RETURN** (↵) key to print them, at the same time the characters on the display will disappear.
- The characters will be printed on the paper as shown.



You will now learn how to use the unit to perform simple operations. Read the following descriptions thoroughly in order to make the most use of the splendid functions of the unit.

When you want to return to the Typewriter Mode from a different mode, press the **MENU** key. You will see the Main Menu on the display. Select "Typewriter Mode" by using the **ARROW** keys or entering "1" and press the **RETURN** (↵) key.



## B Using the Display

The unit has a 14-Line by 80-Character Adjustable-Angle LCD which acts as an operator prompt, allowing you to correct, edit, move or delete information.

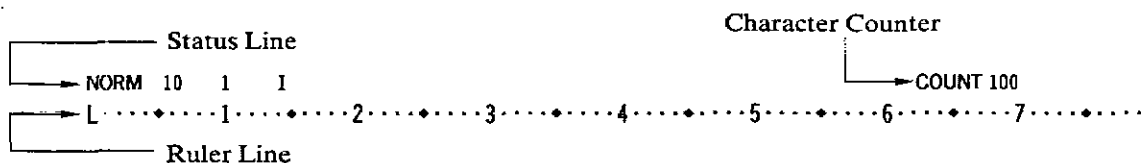
When typing, most errors are "felt" by the operator. Through the use of the display, you can check if there are errors and correct them before they are printed.

In order to activate the display, your Typing Mode Selector must be set to "DISP" or "JUST" position.

In the Typewriter Mode, just one line is used for typing.

### Status Line and Ruler Line

The display shown below appears a few seconds after you turn on the power or set the unit to the Typewriter Mode.



At the top of the display, you will see the Status Line and the Ruler Line. When using your unit as a typewriter, you will see a character counter at the top right corner of the display. This counter tells you how many characters are on the writing line and how many remain as you type information. Also, you will see the typing mode, pitch, line space and keyboard setting on the Status Line.

Beneath the Status Line, you will see the dotted Ruler Line. This line indicates the current margin and tab settings, and the beginning of the "Hot Zone."

- L: Left margin
- R: Right margin
- T: Tab stop position
- H: Beginning of the Hot Zone
- "T": Hot Zone & Tab Stop

Every tenth space is represented by the number on the Ruler Line and a diamond (◆) represents every fifth space.

### Cursor

When working with the display, you will see a flashing symbol which is called the cursor. This lets you know where you are at all times regardless of your typing mode.

---

## Display Messages

The display will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book (Chapter 11), you will find a listing of all the display messages offered to you on your system.










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## Display Symbols

- 2 As you begin the exercises, you will see various symbols on the display. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

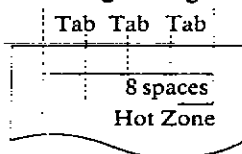
You are not expected to memorise these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your unit to perform.

### Display Symbols (Typewriter Mode)

		BOLD Mode Start/End		Paragraph Indent
		Continuous Underline Mode Start/End	--	Half Space
		Word by Word Underline Mode Start/End	---	Micro Space
		Index Command	—	Permanent Space
		Reverse Index Command	⌋	Temporary Hyphen

## C Margin Formats

Left Margin Right Margin



When you turn the **POWER** switch to ON (I), the margin formats (margins and tabs) which were previously stored will automatically be set.

If you want to change this margin format, simply do the following:

### To Clear Margins and Tabs

The unit allows you to clear all tabs and margins at one time.



- 1 Press the **RETURN** (↵) key.  
The carriage/cursor must be at the left margin to begin making changes to the margin format.



+



- 2 Press the **CODE+TAB** — keys.  
The carriage moves to the far left and clears the entire Line Format (both margins and all tabs).

### To Set Margins and Tabs



+



- 1 Clear the current margin format.  
Refer to "To Clear Margins and Tabs".



- 2 Press the **SPACE BAR** key to move the carriage/cursor to the desired left margin position.



- 3 Press the **L MAR** key to set the left margin. You will see the letter "L" on the Ruler Line representing the left margin.



- 4 Press the **SPACE BAR** until you reach the first desired **TAB** stop.



- 5 Press the **TAB +** key to set the first **TAB** stop.  
You will see the letter "T" on the Ruler Line representing the **TAB** stop. If necessary, press the **TAB —** key to clear a **TAB** stop.



- 6 Repeat steps 4 and 5 for each desired **TAB** stop. Remember that the maximum number of **TAB** stops is 28.  
If you have entered more than 28 tab stops, the display will show:

Too Many Tab Stops!

SPACE BAR

- 7 Press the **SPACE BAR** to move the carriage/cursor to the desired right margin position.

R MAR

- 8 Press the **R MAR** key to set the right margin. You will see the letter "R" on the Ruler Line representing the right margin.



- 9 Press the **RETURN** (↵) key to move the carriage to the left margin on the next line and the cursor to the left margin.

- When a TAB Stop is set on the beginning of the Hot Zone, the position is indicated by "T" on the Ruler Line.
- 11 spaces are required between the right and left margins.

For the first exercise, set up the following:

Set the left margin at 15  
Set the first TAB at 30  
Set the second TAB at 45  
Set the third TAB at 60  
Set the right margin at 75

Your display will show the number of characters available on the Writing Line. In this case, "COUNT 60" will be displayed on the Status Line.

## D Hot Zone

The "Hot Zone" represents the number of spaces between the bell and the last character at the right margin. When the carriage/cursor enters the "Hot Zone", you will hear the bell which indicates that the right margin is approaching.

The beginning of "Hot Zone" is represented by an "H" on the Ruler Line and "Hot Zone" is preprogrammed in the machine at 8 spaces from the right margin. (Refer to p. 27.)

## E Storing/Changing the Margin Format

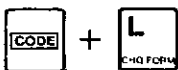
The unit allows you to store/change memorised margin formats by using the **CODE+L** keys.

Two different margin formats can be stored in the memory of the unit. You can name these formats **Y** or **Z**.

To store/change either of the margin formats perform the following.

- 1 In the first exercise, you set up a margin format. (Refer to p. 27.)

Now you are going to store this format in memory.

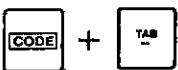


- 2 Press the **CODE+L** keys.

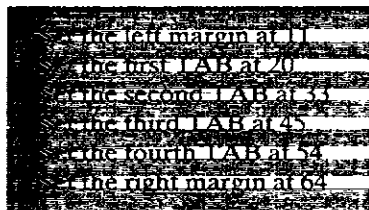
Store Current Margin Format to Y / Z ?



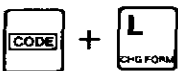
- 3 Press the **Y** key.  
These margin and tab settings are now stored in memory.



- 4 Press **CODE+TAB** — keys to set up the second format and store it in margin format **Z**.



- 5 Press **RETURN** (↵) key.



- 6 Press the **CODE+L** keys.

Store Current Margin Format to Y / Z ?



- 7 Press the **Z** key.

- In the future, this margin format may be recalled at any time by pressing **CODE+Y** or **CODE+Z**. This eliminates the need to reset margin and tab settings. **REMEMBER**, **CODE+L** is only used when **STORING** margin formats.
- When you want to change any of the stored margin formats, simply set new margins and tabs and store over the previous format by pressing **CODE+L** and selecting **Y** or **Z**.

## F Index ( ↓ ) and Reverse Index ( ↑ )

The **INDEX** ( ↓ ) key allows you to move the paper ½ line toward the bottom of the page. The **REVERSE INDEX** ( ↑ ) key allows you to move the paper ½ line toward the top of the page.

These keys are used for the typing of superscripts (e.g.  $10^3$ ) and subscripts (e.g.  $\log_{10} 1000$ ). You will also use them during correction.

The 4<sup>th</sup> of May is my birthday.

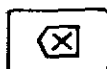
- 1 To type this sentence, you would first enter "The 4" and then:
- 2 Press the **REVERSE INDEX** ( ↑ ) key and type "th".
- 3 Press the **INDEX** ( ↓ ) key to reposition the carriage on the actual typing line.
- 4 Continue typing. To type subscript, reverse the keystroke order.



## G Correction

### To Correct Errors on the Current Line

The unit has a one line correction memory so that you can delete the characters on the current line automatically with one simple operation.



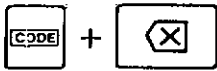
- 1 To erase the last printed character on the current line; Press the **CANCEL** (⊗) key to "lift" the incorrect character off the paper. If you press the **CANCEL** (⊗) key again or the **RPT** key, the next character will be erased.
  - To erase characters towards the beginning of the line, press the **CODE+RELOC** keys, the **SPACE BAR** or the **BACK-SPACE** (←) key and position the carriage so that the character to be erased is aligned between the two vertical lines on the top of the Card Holder.  
Press the **CANCEL** (⊗) key.
- 2 Type the correct character(s).
- 3 Press the **RELOC** key after making the correction to move the carriage/cursor back to the end of the line.




## To Make Manual Corrections on a Previous Line

In the Typewriter Mode, if you have typed several lines and notice an error in one of the preceding lines, you may instruct the unit to perform Manual Correction.


To erase characters on previous lines:





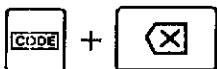
- 1 Press the **CODE + CANCEL** () keys.  
The message "Manual Correction Mode" will appear on the display.


This instructs the unit to enter the Manual Correction Mode. The carriage/cursor will automatically move to the left margin to allow you to begin making corrections.




- 2 Press the **REVERSE INDEX** () key to position the carriage on the line with the error.

- 3 Position the carriage over the error by using the **SPACE BAR**, **TAB** () , **CODE+J** (Micro Spacing), **CODE+H** (Half Spacing) or **BACKSPACE** () key.



- 4 Press the **CODE + CANCEL** () keys.

- 5 Retype the incorrect character.  
This will lift the character off the paper.

- 6 Type the correct character.  
If the Typing Mode is set to the "DISP" or "JUST", press the **PRINT** or **RETURN** () key.
  - Repeat steps 2-6 to correct errors on another line.
  - Repeat steps 3-6 to correct another character on the same line.

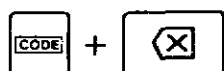



- 7 Press the **RELOC** key.  
This will position the carriage to the end of the last line.
  - The message "Manual Correction Mode" will disappear from the display.

## Disabling Print When Making Manual Corrections


The **PRINT** key may be used to make manual corrections.

This feature is especially helpful when correcting in the Justify Printing Mode or making many corrections successively.



- 1 Press the **CODE + CANCEL** () keys.  
The carriage/cursor will automatically return to the left margin.



- 2 Press the **REVERSE INDEX** () key to position the carriage at the beginning of the line on which the correction is to be made.



- 3 Press the **PRINT** key.  
The message "No Print Mode" will appear on the display.

- 4 Position the carriage over the error by using the **SPACE BAR**, **TAB** () , **CODE+J**, **CODE+H** or **BACKSPACE** () key.


- 5 Retype the error.

This information has now been entered back into memory but has not reprinted on the paper.



- 6 Press the **PRINT** key.  
The message "No Print Mode" will disappear from the display.






- 7 Press the **CANCEL** () key to delete the entered characters.

- 8 Type the correct character.
  - When Typing Mode is set on "DISP", press the **PRINT** key to print characters.
  - Repeat steps 2-8 for each error to be corrected.



- 9 Press the **RELOC** key.  
This will position the carriage/cursor to the right of the character printed last before correction.

### In the Justify Printing Mode:

- Perform steps 1-2.
- Press the **PRINT** key.
- Retype the entire line with the error, and continue typing the line until the carriage reaches the right margin. It is necessary to type beyond the error line so that the unit can perform its justification.
- Press the **BACKSPACE** () key or **SPACE BAR** to position the carriage on the error.
- Press the **CANCEL** () key to delete the error.
- Type the correct characters.
- Press the **PRINT** or **RETURN** () key.



## To Make Corrections on the Display

With the Typing Mode set on "DISP" or "JUST", each character typed will appear on the display. When typing, most errors are "felt" by the operator. Through the use of the display, you can see the error and correct it before it is printed on paper.

Set the Typing Mode Selector to "DISP" or "JUST".

As you type, the character counter will count down for each character key pressed, letting you know how many remaining characters are available for entry on the current line.

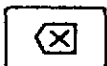
Enter the following information including the errors. Do not press the RETURN (↵) key at the end of the line.

"Errors are corrected before they are printed on paper".



- 1 Press the **BACKSPACE** (←) key to position the cursor one character to the right of the error.

Errors are corrected before they are printed on paper.



- 2 Press the **CANCEL** (⊗) key to delete the incorrect characters.

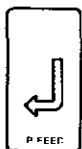
Errors are corrected before they are printed on paper.

- 3 Enter the correct characters.

Errors are corrected before they are printed on paper.



- 4 Press the **FORWARD** (→) key to move the cursor toward the next error or to the end of the line.



- 5 Press the **RETURN** (↵) key to print the information you have typed.

• If the error is located toward the beginning of the line, you may use the **CODE+RELOC** keys instead of the **BACKSPACE** (←) key. To reposition the cursor at the end of the line, you may use the **RELOC** key instead of the **FORWARD** (→) key.

## To Erase One Word at a Time

The **QUICK ERASE** key may be used to speed up correction by deleting one word on the paper or the display at a time. The carriage/cursor must be on the space immediately following the word to be deleted.

The Quick Erase operation is available within the correction memory.



- 1 Press the **BACKSPACE** (←) key or **SPACE BAR** to position the carriage/cursor one character to the right of the incorrect word.
  - In the "DISP" or "JUST" mode, you may use the **FORWARD** (→) key instead of the "SPACE BAR".
  - If you have pressed the **SPACE BAR** after typing an incorrect word, make sure to press the **BACKSPACE** (←) key before pressing the **QUICK ERASE** key.



- 2 Press the **QUICK ERASE** key.
- 3 Retype the correct word.

## To Erase One Line at a Time

This function may be used to speed up correction by deleting one entire line on the page or the display at once.



- 1 Press the **BACKSPACE** (←) key or the **SPACE BAR** to locate the last character of the line to be deleted.
  - In the "DISP" or "JUST" mode, you may use the **FORWARD** (←) key instead of the "SPACE BAR".



- 2 Press the **CODE + QUICK ERASE** keys.  
The unit will delete an entire line at a time.
  - If you want to stop deleting information in the middle of the line, press the **PRINT** key. ("NORM" mode only.)  
The display will show:

Continue printing? Yes- <input type="checkbox"/> / No- <input checked="" type="checkbox"/>
---

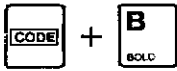
**To continue deleting:**  
Press the **RETURN** (↵) key.

**To exit the deleting command:**  
Press the **CANCEL** (ⓧ) key.

- 3 Retype new information.

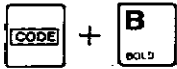
## H Bold Print

You can instruct the unit to "highlight" certain words or characters for emphasis by using the bold print function.



- 1 Press the **CODE** + **B** keys.  
The display message "**BOLD**" appears on the Status Line.

- 2 As you type the characters, they will be printed in bold face.



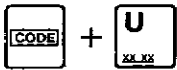
- 3 Press the **CODE** + **B** keys again to cancel the command.

- When the Typing Mode is set to the "DISP" or "JUST" position, the symbol "▢" is displayed before and the symbol "▣" is displayed behind the characters to be bold.

## I Underlining

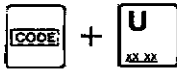
You can instruct the unit to "underline" certain words or characters for emphasis by using the underlining function.

### Continuous Underlining



- 1 Press the **CODE** + **U** keys.  
The display message "XX XX" appears on the Status Line.

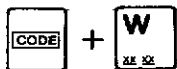
- 2 Type your information. All characters and spaces will be underlined.



- 3 Press the **CODE** + **U** keys again to cancel the command.

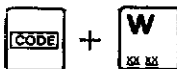
- When the Typing Mode is set to the "DISP" or "JUST" position, the symbol "▶" is displayed in front of and the symbol "◀" is displayed behind the characters to be underlined.

### Word by Word Underlining



- 1 Press the **CODE** + **W** keys.  
The display message "XX XX" appears on the Status Line.

- 2 Type your information. Only character(s) will be underlined.
  - Spaces will not be underlined.



- 3 Press the **CODE** + **W** keys again to cancel the command.

- When the Typing Mode is set to the "DISP" or "JUST" position, the symbol "▶" is displayed in front of and the symbol "◀" is displayed behind the characters to be underlined.

# J Decimal Tabulation

You may use the **CODE+TAB** ( $\rightarrow$ ) keys in place of the **TAB** ( $\rightarrow$ ) key when typing statistical formats. The unit will automatically align decimal points at the preset tab stops and eliminates the need to space to the correct starting position in a column.

This function also can be used when typing formats which include characters.

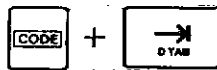
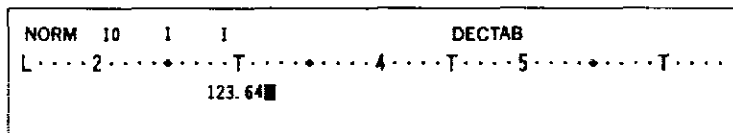
- 1 Recall the **CODE + Y** format which stored in memory.  
(Refer to p. 29.)

2



- 2 Press the **CODE+TAB** ( $\rightarrow$ ) keys.  
The carriage/cursor will move to the first tab position and the display will show "DECTAB" message on the Status Line.

- 3 Enter the numbers and decimal point. The entry can be seen on the display.



- 4 Press the **CODE+TAB** ( $\rightarrow$ ) keys.  
The first column will be printed so that the decimal point is positioned on the first tab stop and the carriage/cursor will move to the next tab position.

Repeat the above two steps until you have completed all of your column entries.

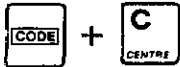
- After entering the last number, press the **RETURN** ( $\downarrow$ ), **TAB** ( $\rightarrow$ ) or **PRINT** key to execute printing.
- To cancel the Decimal Tabulation command, when "DECTAB" is on the Status Line as shown in steps 2 and 3, press the **CANCEL** ( $\boxtimes$ ) key.

**K****Centring**

The unit has four ways to centre information; between margins, between tab stops, over a specified point and Auto Half Space.

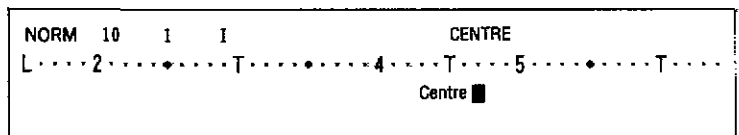
**Between Margins**

- 1 Press the **RETURN** (↵) key to position the carriage/cursor at the left margin.



- 2 Press the **CODE+C** keys to move the carriage/cursor to the centre of the margins. The display will show "CENTRE" message on the Status Line.

- 3 Enter the information to be centred.  
The characters will appear on the display.

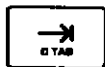


- 4 Press the **RETURN** (↵), **TAB** (→) or **PRINT** key.  
The information entered will be printed between the margins\* and the Centring command will be cancelled.

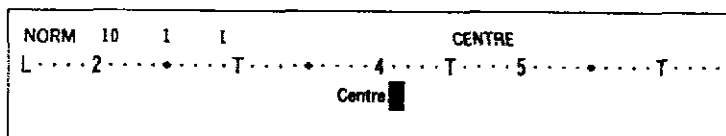


\*When the indent function is in operation, centring is performed between the indented position and the right margin.

## Between Tab Stops

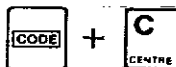


- 1 Press the **TAB** (→) key to position the carriage/cursor at the left hand tab position of the column you want to centre in.
- 2 Press the **CODE+C** keys to move the carriage/cursor to the centre of the tab stops.
- 3 Enter the information to be centred.  
The characters will appear on the display.

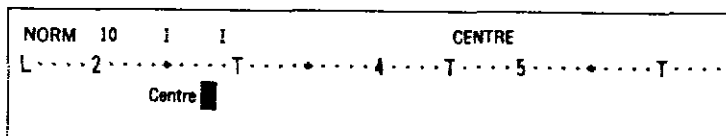


- 4 Press the **RETURN** (↓), **TAB** (→) or **PRINT** key.  
The information entered will be printed between the tab stops and the Centring command will be cancelled.

## Over a Specified Point



- 1 Press the **SPACE BAR** to move the carriage/cursor to the desired position.
- 2 Press the **CODE+C** keys.  
Enter the information to be centred. The characters will appear on the display.



- 3 Press the **RETURN** (↓), **TAB** (→) or **PRINT** key.  
The information entered will be printed and the Centring command will be cancelled.

## Half Space

You can automatically correct a word within the correction memory with one that has one character more or any amount of characters less than the original word.

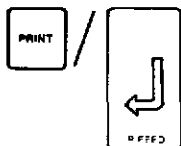


- 1 Locate the carriage/cursor on the error.
- 2 Press the **CANCEL** (X) or **QUICK ERASE LINE** key to delete the incorrect characters in the current line.



- 3 Press the **CODE**+**C** keys to activate the Auto Half Space. The display will show:

CENTRING BETWEEN WORDS



- 4 Type the correct characters.
- 5 Press the **PRINT** or **RETURN** (J) key. The characters entered will be printed.

## I. Carriage Return (NORM•AUTO)



The **CODE**+**A** keys select when a carriage return operation is performed.

**NORM** . . . . . Printing stops at the right margin.  
Carriage return must be pressed manually.

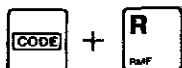
**AUTO** . . . . . When typing a character after entering a "Hyphen" or "Space" within the "Hot Zone", the carriage/cursor automatically returns to the left margin or the paragraph indent position of the next line.

- When the Automatic Carriage Return Mode is set, the display message "AUTO" appears on the Status Line.
- To reset Carriage Return Mode, press the **CODE**+**A** keys again.
- **NORM** is selected when the unit is powered on.

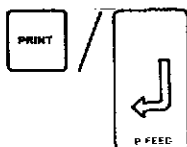
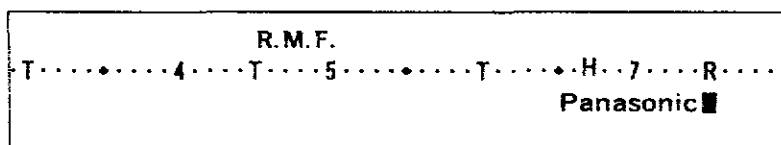
## M Right Margin Flush

This command instructs the unit to print the information with the last character of each line aligned at the right margin.

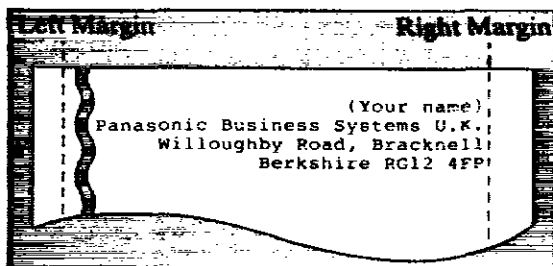
You can use this function to conveniently type dates or addresses.



- 1 Press the **CODE+R** keys to move the carriage/cursor to the right margin.  
The display will show "R.M.F." on the Status Line.
- 2 Enter the information. The information will be shown on the display.



- 3 Press the **PRINT** or **RETURN** (↓) key.  
The characters will be printed with the last character Right Margin Flush. The command will then be cancelled.

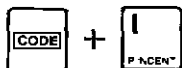
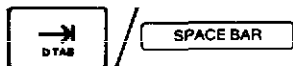




# N

## Paragraph Indent

This command provides you with the ability to set a temporary left margin and eliminates the need to position the carriage/cursor to an indented location on every line.



1 Press the **TAB** (→) key or the **SPACE BAR** to move the carriage/cursor to the desired indented position.

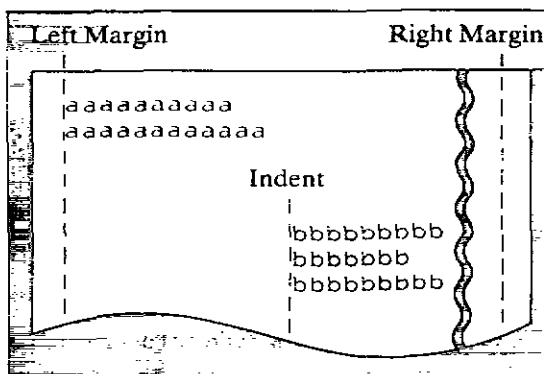
2 Press the **CODE + I** keys.  
This sets the indented (temporary left margin) position.  
The display message "INDENT" appears on the Status Line and the display symbol "≡" on the Ruler Line indicates the indent position.



3 Type the characters.  
Press the **RETURN** (↵) key to move the carriage/cursor to the indented position on the next line.  
Continue typing.



4 Press the **CODE + I** keys again to cancel the command.  
The carriage/cursor will move to the original left margin when the **RETURN** (↵) key is pressed.



## O Permanent Hyphen



If you press the **CODE + HYPHEN (-)** keys within the "Hot Zone", when the automatic carriage return is activated, the unit will continue printing without generating an automatic return. This coded hyphen is called a "Permanent Hyphen". It is indicated by the symbol "-" on the display and will be printed at the same point every time you print this text.

When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, press the "-" key and enter the next character. The hyphen will be printed and the carriage/cursor will automatically return to the left margin of the next line. This hyphen which is used temporarily in the "Hot Zone", is called a "Temporary Hyphen". It is indicated by the symbol "=" on the display. If you change the margin setting, the hyphen will not be printed unless it falls within the "Hot Zone".

## P Permanent Space

Since your unit allows you to print with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The unit allows you to set a "Permanent Space" between characters and will not separate them when printing with variable line lengths.

- 1 Type the first word.



New

- 2 Press the **CODE** key + **SPACE BAR**.  
The display will show:



New-

- 3 Type the second word.  
The display will show:



New York

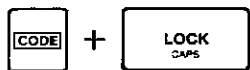
When the characters are printed, the unit will recognise the two words as one and will not separate them.

## Q Caps Lock

To set the unit for typing capital letters, lower case numbers, punctuation marks and symbols:

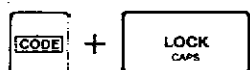
Press the **CODE + LOCK** keys.

In this mode, the **SHIFT** ( ) key will call for lower case letters and upper case numbers, etc. to be entered.



- 1 Press the **CODE + LOCK** keys.  
The Caps Lock mode is activated and the display message "CP.LOCK" appears on the Status Line.

- 2 Type the text.



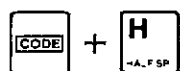
- 3 Press the **CODE + LOCK** keys again to cancel the command.

## R Micro Spacing



Pressing the **CODE + J** keys moves the carriage by  $\frac{1}{60}$  inch. You may use this function to "squeeze" characters together. In the "DISP" and "JUST" mode, the symbol "..." will appear on the display.

## S Half Space

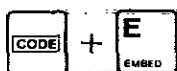


Pressing the **CODE + H** keys reduces the normal carriage spacing by one half. In the "DISP" and "JUST" mode, the symbol "--" will appear on the display.

## T Embedding the Display Symbols

While working with the display, symbols appear for the various commands you have instructed the unit to perform. As a result, your text will shift one character to the right for each display symbol. Many times it is difficult to visualise how your text will look with these symbols on the display.

To embed or "hide" these symbols:



Press the **CODE + E** keys.

Your text will appear without the symbols and you will be able to see your text as it will print.

To show the display symbols, press the **CODE + E** keys again.

## U Typing Impression Control

This controls the impact of the printed characters. Select the typing impression level that is most suited for your needs.



Press the **CODE + 8** keys to change the typing impression level.  
The following line appears at the bottom of the display.

Impression : Light Medium Heavy

You can select one of three typing impression levels: "Light", "Medium" or "Heavy".

Select the desired impression level by using the **ARROW** keys and press the **RETURN** key.

\*"Light" is softer than "Heavy".

\*At first, try impression level "Light" and if you feel the impression level is too soft, try impression level "Medium" or "Heavy".

# 3-1 WORD PROCESSOR MODE

## A Entering the Word Processor Mode

1 Turn the **POWER** switch to ON (I).

2 Press the **MENU** key to display the Main Menu.

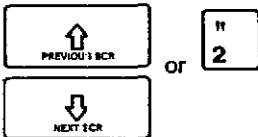


### Main Menu

1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial

B

3 Select "Create Text" by using the **ARROW** keys or entering "2".



4 Press the **RETURN** (↵) key.

This instructs the unit to enter the Word Processor Mode.

- If text already exists in the text memory, the following message will appear on the display.

Text file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes- ↵ / No- (X)

To delete the existing text and create a new text, press the **RETURN** (↵) key.

To retain the existing text in memory, press the **CANCEL** (X) key and the Main Menu will appear.



5 To close your text, press the **MENU** key.

The display will show the Main Menu and your text will be stored in the Text Memory.

### NOTE:

All information stored in the memory is cleared when the **POWER** switch is turned to **STANDBY** (O). For permanent storage, text created in the Word Processor Mode must be stored on the micro-floppy disk.

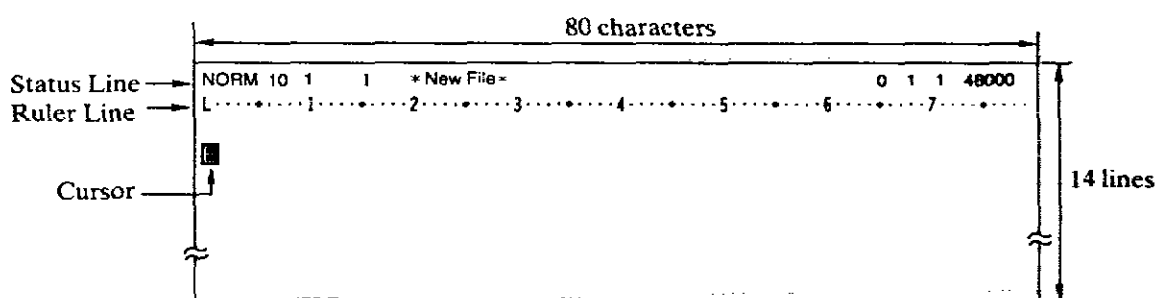
## B Using the Display

The unit has a 14-Line by 80-Character Adjustable-Angle LCD which acts as an operator prompt, allowing you to correct, edit, move or delete information.

When typing, most errors are "felt" by the operator. Through the use of the display, you can check if there are errors and correct them before they are printed.

### Status Line and Ruler Line

The display shown below appears in the Word Processor Mode. All text creating and editing is done on this display.



#### Status Line

At the top of the display, you will see the Status Line and Ruler Line. When in the Word Processor Mode, the Status Line tells you what column, line, and page your cursor is on within the phrase or text and the number of characters available in the memory. Also, you will see the typing mode, pitch, line space, and keyboard setting, the same as in the Typewriter Mode.

- \* New File\* . . . . . Indicates you are in the Word Processor Mode.
- 0 (COLUMN) . . . . . Indicates which column of the current line the cursor is in.
- 1 (LINE) . . . . . Indicates which line of the current page the cursor is on.
- 1 (PAGE) . . . . . Indicates which page of the text or phrase the cursor is on.
- 48000 (MEM. REM) . . . . Indicates the number of characters available in the memory.

- The Status Line will also indicate the name of the document or number of the phrase you are currently working with.


#### Ruler Line

Beneath the Status Line, you will see the dotted Ruler Line, which indicates the margin and tab setting, and the beginning of the Hot Zone.

- |                                     |                              |
|-------------------------------------|------------------------------|
| L: Left margin                      | R: Right margin              |
| T: Tab stop position                | H: Beginning of the Hot Zone |
| <sup>H</sup> T: Hot Zone & Tab stop |                              |

Every tenth space is represented by the number on the Ruler Line and a diamond (◆) represents every fifth space.

When working in the Word Processor Mode, you will see a flashing symbol which is called the cursor. This lets you know where you are at all times.

“” is a display symbol which indicates the end of the text.

## Display Messages















The display will give you certain messages to guide you through your typing projects. As you proceed through the exercises in this manual, these messages will become second nature to you. At the back of the book (Chapter 11), you will find a listing of all the display messages offered to you on your system.

## Display Symbols

As you begin the exercises, you will see various symbols on the display. These symbols indicate certain functions and are listed here to help you understand what you are seeing.

You are not expected to memorise these symbols. As you proceed through this book, you will become familiar with them and understand how they relate to the various functions you are asking your unit to perform.

### Display Symbols (Word Processor Mode)

	Manual Return		Tab Command
	BOLD Mode Start/End	--	Half Space
	Continuous Underline Mode Start/End	---	Micro Space
	Word by Word Underline Mode Start/End	—	Permanent Space
	Centring	-	Temporary Hyphen
	Decimal Tabulation	1, 15, 2	Line Spacing
	Right Margin Flush	0, Y, Z	Margin Format
	Stop Code	V	Mail Merge Variable
	Index Command	T	Mail Merge Record Header
	Reverse Index Command		End of Text
	Paragraph Indent		Page Break

## 3-2 TEXT MEMORY

The Text memory allows you to perform some of the more sophisticated text editing functions you would find on high-priced word processing systems.

The unit has an internal memory of 48K (approx. 48,000 characters). The disk drive provides unlimited storage on 3.5" micro-floppy disks.

"Text Memory" is used for lengthy documents, letters, projects requiring editing, or projects requiring repetitive printing. Text which is created in the Word Processor Mode is stored in the text memory.

If your text reaches the maximum storage capacity about 48,000 characters, the bottom of the display will prompt:

Memory Full!

- 3 At this time you will be required to store the text to a Floppy Disk to continue with your current project. All of this will be covered in Chapter 5.

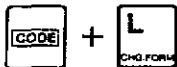
With this memory you may store documents that are either short or lengthy. Once you begin using the Word Processor Mode, you will find yourself using it all the time because of its ease of operation and the perfect finished appearance of your projects.

### A To Create a New Text in Memory

#### Margin Formats

Before creating a new text, you may set the margins and tabs as an original format of your text.

- 1 Enter the Word Processor Mode. (Refer to "Entering the Word Processor Mode" on p. 45.)

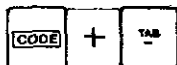


- 2 Press the CODE+L keys.

Change Margin Format, Y / Z / O (original) ?



- 3 Press the "O" key to store the original format.



- 4 Press the CODE+TAB — keys to clear the margins and all tabs.



- 5 Set the margins and tabs.  
Position the cursor by using the **LEFT** and **RIGHT ARROW** keys or **FORWARD** (→) and **BACKSPACE** (←) keys then set the margin or tab by using the **L MAR**, **R MAR** and **TAB +** keys.



- 6 Press the **RETURN** (↵) key.

This current format is stored as an original margin format of your text. You can easily change this format referring to "Setting/ Changing the Margin Format" on p. 61.

**E**

## Entering a New Text



- 1 Press the **MENU** key.  
Enter the Word Processor Mode and set the original format of your text.

Now you can begin entering a new text.

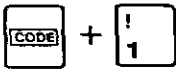
- 2 Enter the information to be stored.



- 3 When finished, press the **MENU** key again to store the information and close the text.

● When closing your text, do not turn off the power.

## Insert/Over Typing



When creating a text in the Word Processor Mode, no display message will appear on the Status Line and you will be working in the "Overtyping" mode. This will allow you to physically type over existing text and replace it at the cursor position.

Overtyping can be cancelled by pressing the **CODE+1** keys, the display message "INS." will appear on the Status Line.

With insert on, you may insert additional characters at the cursor position by simply typing the additional characters or words. Your text will shift to the right as each character is entered, automatically reformatting the text to conform with the margins on the display.

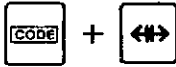
Each time the **CODE+1** keys are pressed, Insert/Overtyping will alternately be selected.

## Layout Display

In the Text Memory Mode, the **CODE+MAR REL (↔)** keys function will display the layout of the entered characters on the display in reduced form.

The actual characters will not be displayed but an image of how the text will be printed is displayed. This is convenient for checking and correcting the layout of the text before it is printed.

While creating or editing the text,

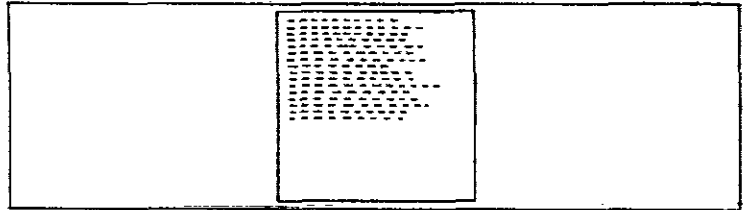


**1** Press the **CODE+MAR REL (↔)** keys.

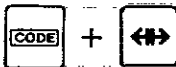
**2** The display will show the layout of text according to your pitch mode.

(A maximum of 58 lines.)

For example:



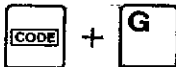
• You can also see the current Left/Right margin, Page Length and Page Number.



**3** Press the **CODE+MAR REL (↔)** keys.  
The display will show your text.

## To Disable the Status and Ruler Lines in Text Mode

To disable the status and ruler lines (in Text Mode):



Press the **CODE+G** keys.

Your text will be displayed without showing the ruler and status lines, allowing more text to be shown on the display.

To display the various information, press the **CODE+G** keys again.

[various information]

- |                 |                       |
|-----------------|-----------------------|
| • Text name     | • Line Spacing        |
| • Typing Mode   | • Keyboard Indication |
| • Pitch         | • Column              |
| • Line          | • Page                |
| • Memory Remain | • etc.                |

## B Correction

### To Make Corrections on the Display

- 1 Position the cursor one character to the right of the error by using the **ARROW** keys, **BACKSPACE** (←) or **FORWARD** (→) keys.



- 2 Press the **CANCEL** (ⓧ) key to delete the incorrect character.

- 3 Enter the correct character.

- This way of making corrections is only applicable to the insert typing mode. In the over typing mode, position the cursor over the error and enter the correct character.

k

### To Erase One Word at a Time

The **QUICK ERASE** key may be used to speed up correction by deleting one word at a time.

- 1 Position the cursor one character to the right of the incorrect word by using the **ARROW** keys, **BACKSPACE** (←) or **FORWARD** (→) keys.
  - If you have pressed the **SPACE BAR** after typing an incorrect word, make sure to press the **LEFT ARROW** or **BACKSPACE** (←) key before pressing the **QUICK ERASE** key.



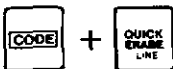
- 2 Press the **QUICK ERASE** key.

- 3 Retype the correct word.
  - In the over typing mode, retype from the error to the end of the line.

### To Erase One Line at a Time

This function may be used to speed up correction by deleting one entire line at a time.

- 1 Position the cursor to one character to the right of the last character of the line to be deleted by using the **ARROW** keys or **FORWARD** (→) key.
  - If the cursor is located toward the beginning of the line, you may use the **CODE+RIGHT ARROW** keys.



- 2 Press the **CODE+QUICK ERASE** keys.

- 3 Retype new information.

## C To Continue the Text in Memory

If you are interrupted while entering a text, simply end the document and continue it later.



1 Press the **MENU** key.

### Main Menu

1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial



or



2 Select "Edit Text" by using the **ARROW** keys or entering "3".



3 Press the **RETURN** (↵) key.  
Your text will appear on the display and the cursor will be located at the beginning of the text.

4 Continue the text.  
• You may use the **RELOC** key to position the cursor at the end of the text.



5 Press the **MENU** key again to store the added information and close the text.

## D To Print a Text from Memory

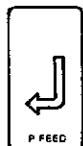
Now you have entered your text into memory and want to print it.  
Before printing the text, you must recall it on the display.




- 1 Press the **PRINT** key.  
The display will show the printing parameters.

Set Printing Parameters		
Number of Copies :	1	
Print from Page :	1	
To Page :	1	(L:to last page)
Page Numbering :	N	(1,2...start number) (N:no numbering)
Print Impression :	1	(1-Light/2-Medium/3-Heavy)

Left Margin =  
 Right Margin =  
 Page Length = 54



- 2 If all of the printing parameters are correct, press the **RETURN** () key to start printing.

If not, select the desired parameter by using the **ARROW** keys, and change it.

- You can select the number of copies (maximum of 99), the pages to print (maximum of 999), the page numbering (maximum of 9999) and the printing impression level.



When printing is completed, your text will appear on the display.

...also confirm the current Left/Right margin and Page length settings at right corner of the display.

## Stop Printing in the Middle of the Text





- 1 Press the **PRINT** key during printing.

Continue printing?
Yes-  / No- 



or



- 2 If you want to exit the printing mode:  
Press the **CANCEL** () key.  
If you want to continue printing the text:  
Press the **RETURN** () key.

## 3-3 MODIFICATION

### A To Recall a Text for Modification



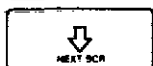
1 Press the **MENU** key.



or



2 Select "Edit Text".



3 Press the **RETURN** (↵) key.  
Your text will appear on the display.

You are now ready for modification.



4 Press the **MENU** again to store the modified information and close the text.

### B Scrolling through Text on the Display

In addition to the **ARROW** keys, you may scroll quickly by using the following keys.

#### Scrolling to the Next Page



Press the **NEXT PAGE** key.  
The display will show the next page and the cursor will move to the beginning of the page.

#### Scrolling to the Previous Page

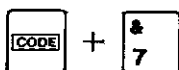


+



Press the **CODE + NEXT PAGE** keys.  
The display will show the previous page and the cursor will move to the beginning of the page.

## Jumping to a Desired Page



- 1 Press the **CODE + 7** keys.  
The display will show:

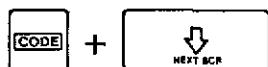
Page Number =

- 2 Enter the desired page number.
- 3 Press the **RETURN** (↵) key.  
The display will show the desired page.



3

## Scrolling to the Next Display



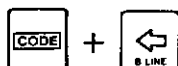
- Press the **CODE + DOWN ARROW** keys.  
You will see the next display.

## Scrolling to the Previous Display



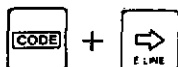
- Press the **CODE + UP ARROW** keys.  
You will see the previous display.

## Scrolling to the Beginning of the Line



- Press the **CODE + LEFT ARROW** keys.  
The cursor will move to the beginning of the line.

## Scrolling to the End of the Line



- Press the **CODE + RIGHT ARROW** keys.  
The cursor will move to the end of the line.

You can also use these functions to scroll through phrase memory.

## C Word Search

This feature allows you to quickly advance to a specific point without scrolling through your text. Any word, string of characters or commands that appear within the text can be searched.

The characters entered in the search command must be typed exactly as they appear in the text; otherwise, the search string will not be located.

The **CODE+S** function will search through the text from the current cursor position to the end of the text.

- 1 Recall the text from memory.

- 2 Press the **CODE+S** keys.  
The display will show:

Search Word = █

- 3 Enter the word or words (maximum of 30 characters) you are searching for.

- 4 Press the **RETURN** (↵) key.  
The cursor will position at the end of the word(s) searched for.

- 5 Move the cursor to the desired position, and modify.

- 6 To locate the second occurrence of the entered word within the text, press the **CODE+INDEX** (↓) keys.

If you have passed the word location you are looking for and want to go backwards through the text, press the **CODE+REVERSE INDEX** (↑) keys.

- When the entered word is not included in the text, the display will show:

Not Found!

- To search for a return mark, press the **CODE+RETURN** (↵) keys.
- To search for a start mark of the **BOLD** or **UNDERLINE** functions, press the **CODE+B** keys for **BOLD** or **CODE+U** or **CODE+W** keys for **UNDERLINE**.
- To search for an end mark of the **BOLD** or **UNDERLINE** functions, press the **CODE+B** keys twice for **BOLD** or **CODE+U** or **CODE+W** keys twice for **UNDERLINE**.



## D Word Replace

There may be times when certain words (such as titles or name) appear very often in a document, and need to be changed. The unit can replace the words individually or globally where ever they appear in the text.

The **CODE+X** function will search and replace through the text from the cursor position to the end of the text.



1 Recall the text from memory.

2 Press the **CODE+X** keys.  
The display will show:

Current Word = ■



3 Enter the word or words to be replaced (maximum of 30 characters).  
Press the **RETURN** (↵) key.

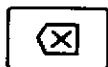
Replace Word = ■



4 Enter the word or words (maximum of 30 characters) to be inserted.

5 Press the **RETURN** (↵) key.  
The cursor will be positioned at the first occurrence of the word to be replaced.  
The display will show:

Do you want to change this word?  
Yes – Y / Next word – N / Global change – G / Cancel – (X)



6 Press the “Y” key to replace the word or words and then locate the next occurrence of the replaced word.

- Press the “N” key to skip this occurrence and then locate the next occurrence of the replace word.
- Press the “G” key to replace the word or words globally.
- Press the **CANCEL** (X) key to cancel this command.

If the word entered is not in the text, the display will show the following and cancel the Word Replace command.

Not Found!

- To enter the start code for the **BOLD** or **UNDERLINE** function, press the **CODE+B**, the **CODE+U** or **CODE+W** keys respectively.
- To enter the end code for the **BOLD** or **UNDERLINE** function, press the **CODE+B** keys twice, the **CODE+U** or **CODE+W** keys twice respectively.

Only the word or words, with the following symbols in front of and behind, can be searched for.

- SPACE, CODE+ H, CODE+ SPACE BAR, CODE+ J
- UNDERLINE
- TAB (→)
- DECIMAL TABULATION
- BOLD, UNDERLINE MARK
- PARAGRAPH INDENT
- CENTRING
- RIGHT MARGIN FLUSH
- RETURN (↵)
- STOP CODE

## **E** Block Move, Copy and Delete

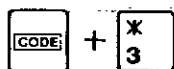
When the need to move, copy or delete a sentence or a paragraph arises, the unit can do it simply and automatically.

### **To Move a Block of Information**



- 1** Recall your text from memory.
  - 2** Press the **CODE + 2** keys.
  - 3** Position the cursor at the beginning of the block to be moved.  
Press the **RETURN (↵)** key.
  - 4** Position the cursor at the end of the block to be moved.  
Press the **RETURN (↵)** key.
  - 5** Move to the position where you want to move the block which you have just marked.
  - 6** Press the **RETURN (↵)** key to move the block to the new position.
- You can always cancel this command by pressing the **CANCEL (⊗)** key.

## To Copy a Block of Information



- 1 Press the **CODE + 3** keys.



- 2 Position the cursor at the beginning of the block to be copied.

Press the **RETURN (↵)** key.



- 3 Position the cursor at the end of the block to be copied.

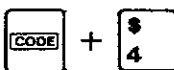
Press the **RETURN (↵)** key.



- 4 Move to the position where you want to copy the block which you have just marked.

- 5 Press the **RETURN (↵)** key to copy the block at the new position.

## To Delete a Block of Information



- 1 Press the **CODE + 4** keys.



- 2 Position the cursor at the beginning of the block to be deleted.

Press the **RETURN (↵)** key.

- 3 Position the cursor at the end of the block to be deleted.

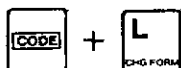


- 4 Press the **RETURN (↵)** key to delete the block.

## F Setting/Changing the Margin Format

When a new text is created, 3 margin formats are stored with it. The "Y" and "Z" formats are stored as well as the current margin format which is stored as "O" (original margin format). To change one of the stored margin formats perform the following.

- 1 Recall your text.
- 2 Press the **CODE+L** keys.  
The display will show:



Change Margin Format, Y / Z / O (original) ?

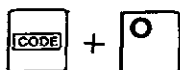


- 3 Press the "Y", "Z" or "O" key.

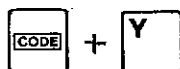
- 4 Set the desired margin and tab settings on the Ruler Line by using the **ARROW** keys or **FORWARD** (→) key and **BACKSPACE** (←) key.



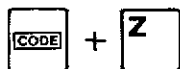
- 5 Press the **RETURN** (↵) key.



- 6 To recall the stored margin format, press the **CODE+O**, **CODE+Y** or **CODE+Z** keys with the cursor positioned at the beginning of the line.



If you attempt to recall at any other position, the display will show:



Can Not Set Here!

## G Setting Page Length

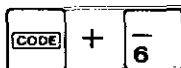
The **CODE + 6** command sets the page length of the text.

Page length is pre-programmed at a standard 54 lines per page.

Page length is memorised in each text.

When the number of lines on the page exceeds the programmed page length, the unit will automatically break the page and start a new one.

**To set the page length:**



**1** Press the **CODE + 6** keys.

Page Length = 54

**2** Type the desired number of lines per page (maximum of 99).



**3** Press the **RETURN (↵)** key.

## H Changing the Line Spacing within a Text

Before printing a text, you must set the Line Spacing. Your document will print with the line spacing that you have selected. However, there may be occasions when you will need to change the line spacing at a specific point within a text. You may instruct the unit to change the line spacing while inside a text and this will be stored with the document.

This feature is available only at the beginning of a line.

**To change the line spacing:**



**1** Press the **CODE + K** keys with the cursor positioned at the new line spacing position.

Line Space : 1.0 1.5 2.0



**2** Select the desired line spacing using the **ARROW** keys.

**3** Press the **RETURN (↵)** key.



At the cursor position, you will see a symbol on the display (1, 1.5 or 2) indicating the line spacing you selected.

This feature may also be used to store a line space command at the beginning of a document. This eliminates the need to set the line spacing selection before printing.

**NOTE:** Although this command is stored in the text, you will not see the effect on display. Upon printing the document, the selected line spacing will be executed at the point the command was given.

## I Page Break

The unit allows you to insert a Page break code in the text so that you may break the text into separate pages.



1 Move the cursor to the position where you want to break the page.

2 Press the **CODE + 5** keys.

The display symbol "■" will appear on the display.

Also, a row of dashes will appear across the display indicating a page break.

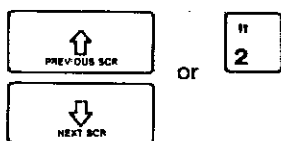
**E**

## J To Clear a Text from Memory

When you need to enter a new text, you can delete an old text from memory as follows:



1 Press the **MENU** key.



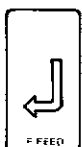
2 Select "Create Text".



3 Press the **RETURN** (↵) key.  
The display will show:

Text file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes- ↵ / No- (X)

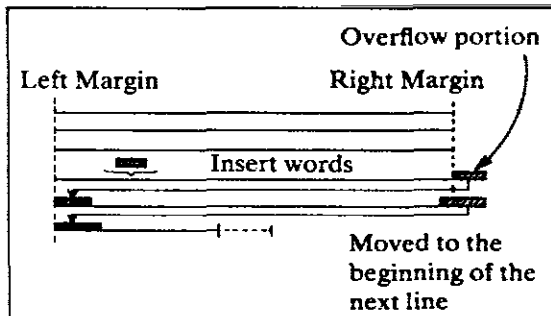


4 Press the **RETURN** (↵) key to delete the Text in memory.

- If you do not wish to delete the text, press the **CANCEL** (X) key.

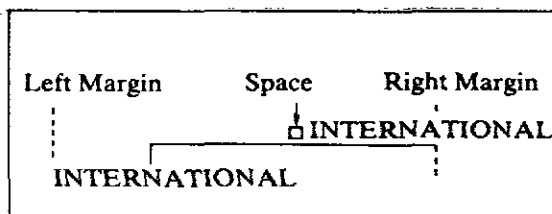
## K Word-Wrap

Word-Wrap means that a word exceeding the right margin will be shifted automatically to the beginning of the next line.



This function starts from the space before the last word which would overflow the right margin. After the insertion of a new word, the last word will be moved to the beginning of the next line. Word-Wrap will occur within the sentences of each paragraph.

### EXAMPLE:



Spaces which fall at the left margin after carriage return with Word-Wrap will be eliminated and printing of the recorded characters will start at the left margin.



# 3-4 APPLICATION

## A Stop Code

You may want to type a letter and send it to several different people. Each letter can be personalised and have specific but different information inserted into the body of the text. These different bits of information are referred to as "variables".

This feature will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert the variable within the body of the letter.

This code "to stop printing and insert variables" is called a Stop Code.

## To Store a Text with Stop Codes

To activate the insert command you must be entering a text in memory.

- 1 Perform the steps of "To Create a New Text in Memory" on p. 48.

- 2 Begin typing the document.



- 3 When you are at the position within the text where you want to insert variable information,

Press the **CODE+P** keys.

The symbol "S" will appear on the display at the position where the stop codes will be inserted.

- 4 Continue typing.

- Press the **CODE+P** keys for every location within the text that requires a Stop Code.



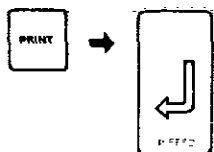
- 5 When you have completed entering the text, press the **MENU** key again to store the stop codes and close your text.

## To Print a Text with Stop Codes

When you print a text with Stop Codes, the unit will stop at each position the "■" was entered. At that point, you may either manually enter the variable information or recall it from phrase memory.

If your typing mode selection is set to "NORM", the variable will print as you enter it. If your typing mode selection is set to the "DISP" or "JUST", the variable will print after pressing the **PRINT** key or a return. Regardless of the mode the variable was typed in, the **PRINT** key must be pressed after each Stop Code to resume printing the document.

1 Recall your text.



2 Press the **PRINT** key.

Press the **RETURN** (↵) key after setting the printing parameters to start printing the text.

The text will begin to print up to the point where the first stop code was set.

- In the "DISP" or "JUST" mode, the text being manually inserted will appear on the display.

3 Enter your variable which will be inserted in the first position by typing or recalling it from the Phrase Memory. (Refer to Chapter 4.)



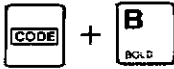
4 Press the **PRINT** key to resume printing.


Continue inserting your variables until you have completed the text.

# 3-5 ENHANCED TYPING FEATURES

## A Bold Print


You can instruct the unit to "highlight" certain words or characters for emphasis by using the bold print function.



- 1 Press the **CODE + B** keys.  
The display symbol "  " appears on the display.

- 2 As you type the characters, they will be entered in bold face.




- 3 Press the **CODE + B** keys again to cancel the command.  
The display symbol "  " appears on the display.

## B Underlining

You can instruct the unit to "underline" certain words or characters for emphasis by using the underlining function.


### Continuous Underlining



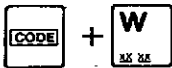
- 1 Press the **CODE + U** keys.  
The display symbol "  " appears on the display.


- 2 Type your information. All characters and spaces will be underlined.



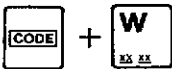
- 3 Press the **CODE + U** keys again to cancel the command.  
The display symbol "  " appears on the display.


### Word by Word Underlining



- 1 Press the **CODE + W** keys.  
The display symbol "  " appears on the Status Line.

- 2 Type your information. Only character(s) will be underlined.  
• Spaces will not be underlined.

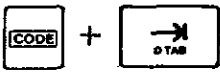


- 3 Press the **CODE + W** keys again to cancel the command.  
The display symbol "  " appears on the display.

# C

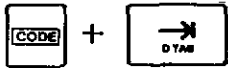
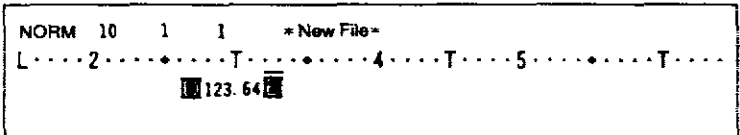
## Decimal Tabulation

You may use the **CODE+TAB** ( $\rightarrow$ ) keys in place of the **TAB** ( $\rightarrow$ ) key when typing statistical formats. The unit will automatically align decimal points at the preset tab stops and eliminate the need to space to the correct starting position in a column. This function also can be used when typing formats which include characters.



- 1 Press the **CODE+TAB** ( $\rightarrow$ ) keys.  
The cursor will move to the first tab position and the display symbol "▣" appears on the display.

- 2 Enter the numbers and decimal point.



- 3 Press the **CODE+TAB** ( $\rightarrow$ ) keys.  
The decimal points of the first column will be positioned on the first tab stop and the cursor will move to the next tab position.

Repeat the above two steps until you have completed all of your column entries.

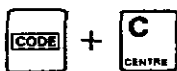
- To cancel the Decimal Tabulation command, press the **CANCEL** ( $\boxtimes$ ) key.

## D Centring

The unit has three ways to centre information; between margins, between tab stops, over a specified point.

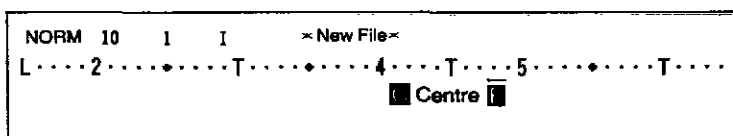


- 1 Press the **RETURN** (↵) key to position the cursor at the left margin.

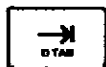


- 2 Press the **CODE+C** keys to move the cursor to the centre of the margins. The display symbol "■" appears on the display.

- 3 Enter the information to be centred.



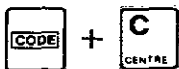
OR



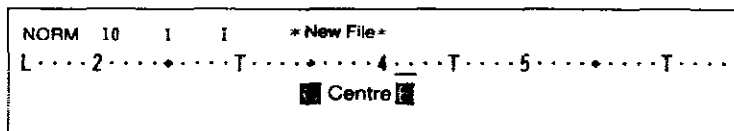
- 4 Press the **RETURN** (↵) or **TAB** (→) key. The information entered will be centred between the margins\* and the Centring command will be cancelled.

\*When the indent function is in operation, centring is performed between the indented position and the right margin.

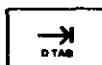
## Between Tab Stops



- 1 Press the **TAB** (→) key to position the cursor at the left hand tab position of the column you want to centre in.
- 2 Press the **CODE+C** keys to move the cursor to the centre of the tab stops.
- 3 Enter the information to be centred.

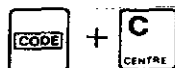
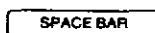


or

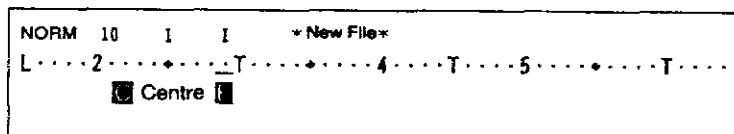


- 4 Press the **RETURN** (↵) or **TAB** (→) key. The information entered will be centred between the tab stops and the Centring command will be cancelled.

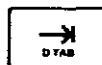
## Over a Specified Point



- 1 Press the **SPACE BAR** to move the cursor the desired position.
- 2 Press the **CODE+C** keys. Enter the information to be centred.



or

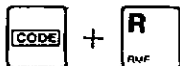


- 3 Press the **RETURN** (↵) or **TAB** (→) key. The information entered will be centred and the Centring command will be cancelled.

## **E** Right Margin Flush

This command instructs the unit to print the information with the last character of each line aligned at the right margin.

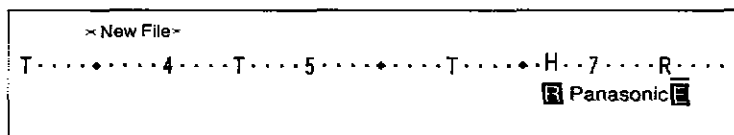
You can use this function to conveniently type dates or addresses.



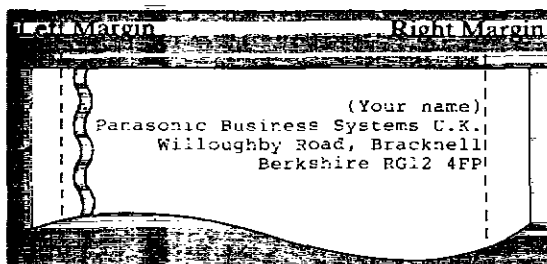
- 1 Press the **CODE** + **R** keys to move the cursor to the right margin.

The display symbol “**R**” appears on the display.

- 2 Enter the information.









- 3 Press the **RETURN** (↵) key.  
The characters will be entered with the last character Right Margin Flush. The command will then be cancelled.



## F Paragraph Indent


This command provides you with the ability to set a temporary left margin and eliminates the need to position the cursor to an indented location on every line.

 /  1 Press the **TAB** () key or the **SPACE BAR** to move the cursor to the desired indented position.

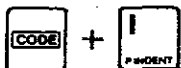
 +  2 Press the **CODE+I** keys.  
This sets the indented (temporary left margin) position.  
The display symbol "" appears on the display and the Ruler Line indicates the indent position.


```
NORM 10 1 I * New File=
L.....2·F·.....T.....4.....T.....5.....T.....
      F
```




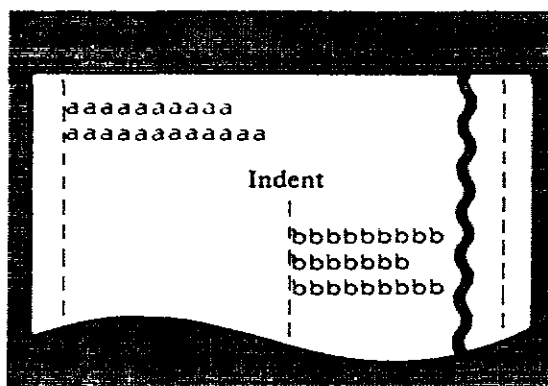
3 Type the characters.  
Press the **RETURN** () key to move the cursor to the indented position on the next line.

Continue typing.



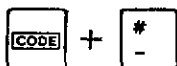
4 Press the **CODE+I** keys again to cancel the command.  
The symbol "" will appear on the display and disappear from the Ruler Line.

The cursor will move to the original left margin when the **RETURN** () key is pressed.





## G Permanent Hyphen



If you press the **CODE + HYPHEN (-)** keys within the "Hot Zone", in the Word Processor Mode, the unit will continue printing without generating an automatic return. This coded hyphen is called a "Permanent Hyphen". It is indicated by the symbol "-" on the display and will be printed at the same point every time you print this text.

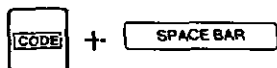
When you reach the end of a line, you may need to hyphenate a word to stay within your margin settings. In this case, press the "-" key and enter the next character. The hyphen will be printed and the cursor will automatically return to the left margin of the next line. This hyphen which is used temporarily in the "Hot Zone", is called a "Temporary Hyphen". It is indicated by the symbol "—" on the display. If you change the margin setting, the hyphen will not be printed unless it falls within the "Hot Zone".

## H Permanent Space

Since your unit allows you to enter with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The unit allows you to set a "Permanent Space" between characters and will not separate them when printing with variable line lengths.

- 1 Type the first word.

New



- 2 Press the **CODE** key + **SPACE BAR**.  
The display will show:

New—

- 3 Type the second word.


New—York

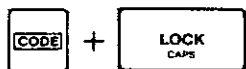
When the characters are entered, the unit will recognise the two words as one and will not separate them.

## I Caps Lock

To set the unit for typing capital letters, lower case numbers, punctuation marks and symbols:

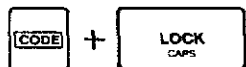
Press the **CODE+LOCK** keys.

In this mode, the **SHIFT** (  ) key will call for opposite characters to be entered.



- 1 Press the **CODE+LOCK** keys.  
The Caps Lock mode is activated and the display message "CP.LOCK" appears on the Status Line.

- 2 Type the text.



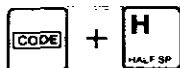
- 3 Press the **CODE+LOCK** keys again to cancel the command.

## J Micro Spacing



Pressing the **CODE+J** keys moves the carriage by  $\frac{1}{60}$  inch.  
The symbol "... " will appear on the display.

## K Half Space

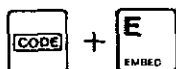


Pressing the **CODE+H** keys reduces the normal carriage spacing by one half. The symbol "- " will appear on the display.

## L Embedding the Display Symbols

While working with the display, symbols appear for the various commands you have instructed the unit to perform. As a result, your text will shift one character to the right for each display symbol. Many times it is difficult to visualise how your text will look with these symbols on the display.

To embed or "hide" these symbols:



Press the **CODE+E** keys.

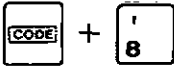
Your text will appear without the symbols and you will be able to see your text as it will print.

To show the display symbols, press the **CODE+E** keys again.

You can also use this function in the Phrase Memory editing mode.

## M Typing Impression Control

This controls the impact of the printed characters. Select the typing impression level that is most suited for your needs.



Press the **CODE+8** keys to change the typing impression level.  
The following line appears at the bottom of the display.

Impression : Light Medium Heavy

You can select one of three typing impression levels: "Light", "Medium" or "Heavy".

Select the desired impression level by using the **ARROW** keys and press the **RETURN** key.

\*"Light" is softer than "Heavy".

\*At first, try impression level "Light" and if you feel the impression level is too soft, try impression level "Medium" or "Heavy".

You can also change the typing impression level in the Printing Parameters.

# 4-1 PHRASE MEMORY

The unit will allow you to store up to twenty (20) separate phrases, which can be used for storing short blocks of data such as dates, names and addresses, standard paragraphs, signature blocks, etc. Phrase memory has a capacity of 2 KB (approx. 2,000 characters).

Phrase Memory will accept;

**Bold Underline Centring Right Margin Flush**

Phrase Memory will not accept;

**Tab Decimal Tab Paragraph Indent Stop Code Change of margin format**

- Phrase Memory cannot be stored on disk.

## A To Store Information in the Phrase Memory



1 Press the **MENU** key.

### Main Menu

1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial



2 Select "Utility and Tutorial" by using the **ARROW** keys or entering "9".



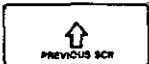
OR



3 Press the **RETURN** (↵) key.

### Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial



4 Select "Open Phrase" by using the **ARROW** keys or entering "1".

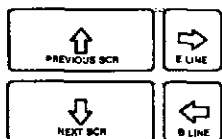


OR



- 5** Press the **RETURN** (↵) key.  
The display will show the Phrase List.

Open Phrase			2000
	(bytes)		
1	0	11	0
2	0	12	0
3	0	13	0
⋮	⋮	⋮	⋮
8	0	18	0
9	0	19	0
10	0	20	0



- 6** Select the desired phrase No. by using the **ARROW** keys.



- 7** Press the **RETURN** (↵) key to open the selected phrase.  
The selected phrase No. will appear on the status Line.

- 8** Enter the information to be stored.



- 9** Press the **MENU** key after entering the Phrase.  
• The Phrase List will always show the first 24 characters of each phrase.

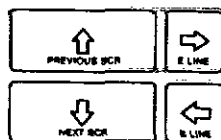


- 10** Press the **MENU** key again to close the phrase block.

Repeat the above steps for storing information in other phrase memory blocks.

## B To Modify a Phrase

- 1 Perform steps 1-5 of "To Store Information in the Phrase Memory" on p. 76.



- 2 Select the phrase No. to be modified by using the **ARROW** keys.



- 3 Press the **RETURN** (↵) key.

- 4 Modify your phrase.

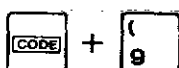


- 5 After your modifications have been made:  
Press the **MENU** key twice to close the modified phrase.

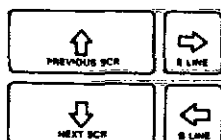
When modifying a phrase in Phrase Memory, the editing functions (Word Search, Word Replace, Block Move, Copy and Delete etc.) are available as they are in the Word Processor Mode.

## C To Insert a Phrase into Text

- 1 Position the carriage/cursor at the point in the text where you want to copy the Phrase.



- 2 Press the **CODE+9** keys.  
The display will show the Phrase List.



- 3 Select the phrase No. to be copied by using the **ARROW** keys.



- 4 Press the **RETURN** (↵) key to copy the phrase into the text.

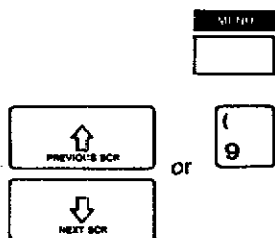
If you do not want to copy it, press the **MENU** key.

- If the selected phrase is empty, the display will show:

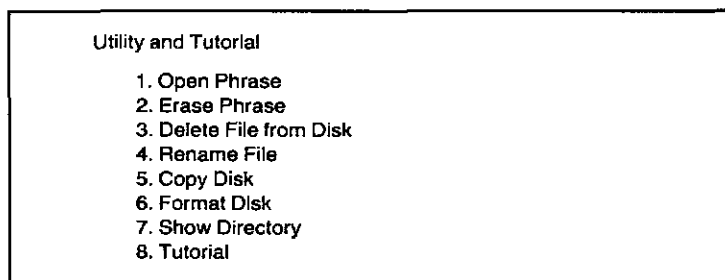
Can Not Copy!

## D To Clear a Phrase from Memory

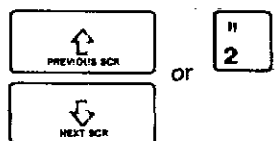
- 1 Press the **MENU** key and select "Utility and Tutorial".



- 2 Press the **RETURN** (↵) key.



- 3 Select "Erase Phrase" by using the **ARROW** keys or entering "2".

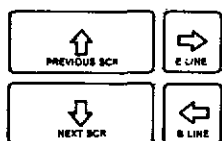


- 4 Press the **RETURN** (↵) key.  
The display will show:



Erase Phrase			1989
	(bytes)		
1 ABCD	4	11	0
2 EFGHIJK	7	12	0
3	0	13	0
:	:	:	:
:	:	:	:
8	0	18	0
9	0	19	0
10	0	20	0

- 5 Select the phrase No. to be erased by using the **ARROW** keys.



- 6 Press the **RETURN** (↵) key to erase the selected phrase.

If you do not want to erase it, press the **MENU** key.



- 7 Press the **MENU** key after erasing the phrase.



# 5-1 USING THE MICRO-FLOPPY DISK

In order to store the information in your Text/Address/Auto Column Memory onto a disk, you must first prepare the disk to be used in the unit. This is done through a procedure called "Formatting".

## A Formatting the Disk

Formatting prepares the disk for the type of machine you are using. Each disk must be formatted before it can be used. If there are files on the disk, they will be automatically erased when the disk is formatted.

After inserting the disk into the disk drive (refer to p.20 "Inserting the Micro-Floppy Disk"):

1 Press the **MENU** key.



2 Select "Utility and Tutorial" by using the **ARROW** keys or entering "9".



OR



3 Press the **RETURN** (↵) key.



### Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial

4 Select "Format Disk" by using the **ARROW** keys or entering "6".



OR



5 Press the **RETURN** (↵) key.  
The display will show the following message.



### Format Disk

Formatting a disk prepares it for use on this system.  
This action will delete all files from the disk.

Continue?

Yes- ↵ / No- (X)

6 Press the **RETURN** (↵) key to start formatting.



Press the **CANCEL** (X) key if you do not wish to format the disk.



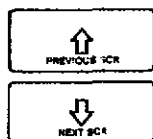
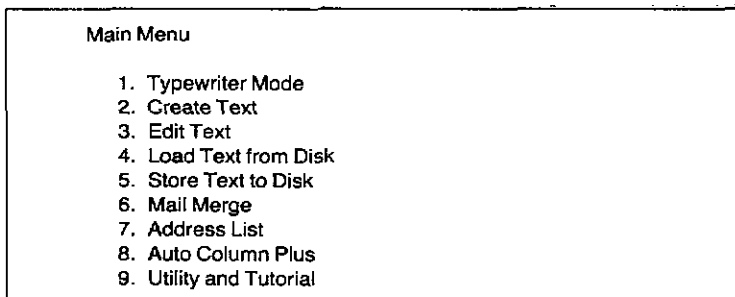
**NOTE:** It is not necessary to format the Tutorial Disk. It is already formatted and ready for use. Do not attempt to use the Tutorial Disk in any other machine.

## B Storing a Text File to a Panasonic Word Processor Disk

The unit allows you to store the entire contents of the text memory at one time. Because the disk can hold 713KB, the entire memory contents may be stored to the same disk several times. Your text will remain in the text memory after it is stored to disk.



- 1 Press the **MENU** key.



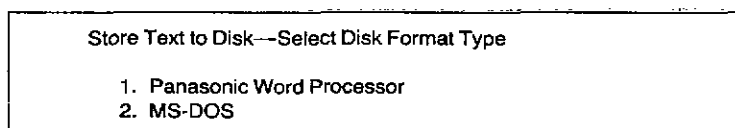
OR



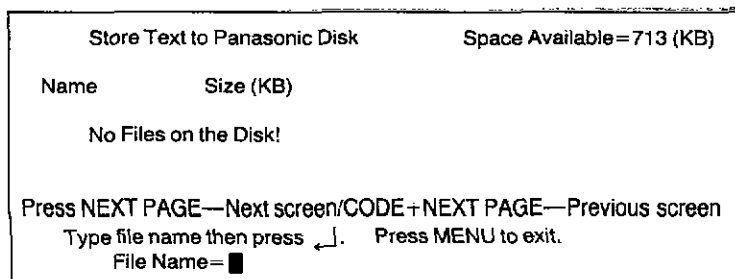
- 2 Select "Store Text to Disk" by using the **ARROW** keys or entering "5".



- 3 Press the **RETURN** (↵) key.



- 4 Press **RETURN** (↵) key to select "Panasonic Word Processor".  
The display will show "Reading Disk...", and then the File Name List will appear.



- 5 Enter a file name.  
(A maximum of 10 characters can be used to name the file.)



- 6 Press the **RETURN** (↵) key.  
The display will show:

Storing File.

When the text has been stored on the disk, the display will return to the Main Menu.

Remember, the text you have stored on your disk is still in the text memory. If you want to delete it, follow the procedures outlined in the "To Clear a Text from Memory" section of this manual (p. 63).

**IMPORTANT:** If you store a text from the text memory to the disk and the same name is already stored on the disk, the display will show:

Same file name already exists on the disk.  
Do you want to replace the existing file  
with the new file in memory?

Yes—↵/No—☒

File Name=

- If the disk is found damaged or not Panasonic format, then the following message will be displayed:

Disk error!  
Damaged disk or not Panasonic format.

Retry—↵/Cancel—☒

Press **RETURN** (↵) to try again or **CANCEL** ( ☒ ) to return to the Main Menu.

## C Loading a Text File from a Panasonic Word Processor Disk

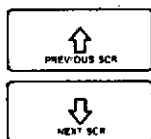
When you have stored information from the text memory onto a disk, you may clear your memory and continue with additional projects. The disk drive gives you the ability to take a text stored on disk, and load it back into text memory whenever you need it.



- 1 Press the **MENU** key.

### Main Menu

1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial



OR



- 2 Select "Load Text from Disk" by using the **ARROW** keys or entering "4".



- 3 Press the **RETURN** (↵) key.

### Load Text from Disk—Select Disk Format Type

1. Panasonic Word Processor
2. MS-DOS



- 4 Press the **RETURN** (↵) key to select "Panasonic Word Processor".

The display will show "Reading Disk...", and then the File Name List will appear in alphabetical order.

### Load Text from Panasonic Disk

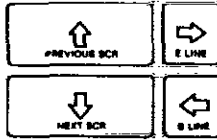
Space Available=690 (KB)

Name	Size (KB)
AAA	10
BBB	13

Press NEXT PAGE—Next screen/CODE+NEXT PAGE—Previous screen  
Type name or use ARROW keys then press ↵. Press MENU to exit.  
File Name=■

The first display is capable of showing a maximum of 32 file names.

- If a disk contains more than 32 names, press the **NEXT PAGE** or **CODE+NEXT PAGE** key(s) to show the next or previous display.



- 5** Select the name of the file to be loaded by using the **ARROW** keys or entering the file name.



- 6** Press the **RETURN** (↵) key.  
The display will show:

Loading File.

When loading is completed, your display will show the first page of the text.

- Press the **MENU** key to cancel loading the file.

**IMPORTANT:** If you already have a text in the text memory, the display will show:

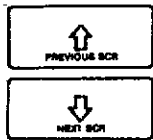
Text file already exists in memory.  
This action will delete the existing file.  
Continue?  
Yes—↵/No—☒

## D Renaming a File

**1** Press the **MENU** key.



**2** Select "Utility and Tutorial".



or



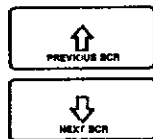
**3** Press the **RETURN** (↵) key.



### Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial

**4** Select "Rename File" by using the **ARROW** keys or entering "4".



or



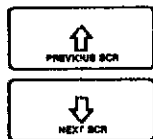
**5** Press the **RETURN** (↵) key.



### Select File Type.

1. Text File
2. Address List File
3. Auto Column File

**6** Select "Text File" by using the **ARROW** keys or entering "1".

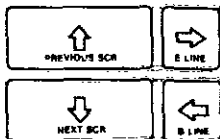


or



**7** Press the **RETURN** (↵) key.  
The display will show the File Name List.





**8** Select the name of the file to be renamed by using the **ARROW** keys or entering the name.

File Name =



**9** Press the **RETURN** (↵) key.

New Name =

**10** Enter the new name.



**11** Press the **RETURN** (↵) key.  
The display will show:

Renaming File.

After renaming, the display will return to the Utility menu.

- If the new name you entered is already being used, the display will show:

Same File Name Already Exists!

Retype the new name.

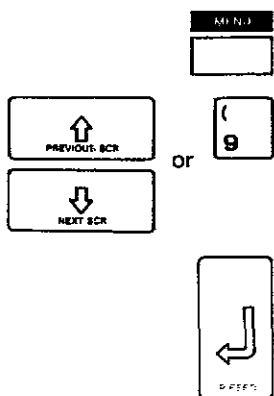
Similarly, you can rename an Address List File or an Auto Column File with this method.

- **When renaming an Address List File:**  
Select "Address List File" at step 6.
- **When renaming an Auto Column File:**  
Select "Auto Column File" at step 6.

**Your file is now renamed. In the future, the new name should be used because the original is no longer on the disk.**

## E Showing the File Names on the Disk

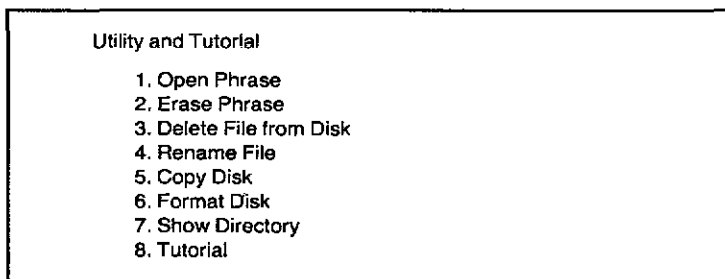
You may request the unit to list all the names of the files you have stored on a disk.



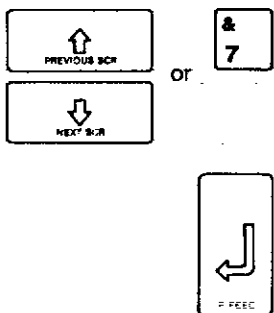
**1** Press the **MENU** key.

**2** Select "Utility and Tutorial".

**3** Press the **RETURN** (↵) key.



**4** Select "Show Directory" by using the **ARROW** keys or entering "7".



**5** Press the **RETURN** (↵) key.

After reading the disk, the display will show each file name and size, and the amount of available space on the disk.

## Printing a List of the File Names

**1** Perform the above steps 1–5.



**2** Press the **PRINT** key.

The name and size of the files and the amount of available space on the disk will be printed.

- List printing will stop after printing 50 lines, and then the display will show "Page End!".

To continue printing, insert a new sheet of paper and press the **RETURN** (↵) key.

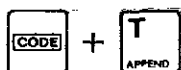
To cancel list printing, press the **CANCEL** (⊗) key.

- If you want to stop printing the list, press the **PRINT** key.

## F Appending a Text

The unit allows you to insert an existing text into another text.

- 1 Recall the text you want to add another text to.
- 2 Position the cursor at the location where you want to insert second document.



- 3 Press the **CODE**+**T** keys.  
The display will show the file name list.



- 4 Select the name of the file to be inserted by using the **ARROW** keys or entering the name.

File Name = █



- 5 Press the **RETURN** (↵) key.  
The display will show:

Appending Text.

After appending, the display will show the last position of the appended text.

- A copy of the entire text will be inserted with the appended text still remaining in the text memory.



## G Copying the Entire Disk

1 Press the **MENU** key.

2 Select "Utility and Tutorial".

3 Press the **RETURN** ( $\leftarrow$ ) key.

### Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial

4 Select "Copy Disk" by using the **ARROW** keys or entering "5".

5 Press the **RETURN** ( $\leftarrow$ ) key.  
The display will show:

### Copy Disk

This action will delete all files from the Destination Disk.  
This action will delete the file from memory.  
Continue?

Yes— $\leftarrow$  / No— $\times$

6 Press the **RETURN** ( $\leftarrow$ ) key.

7 Insert the source disk into the disk drive.

8 Press any key to start copying the source disk.

Reading Source Disk.

9 Eject the source disk and insert the destination disk into the disk drive.

- 10** Press any key to start storing the contents of the source disk onto the destination disk.

**Writing Destination Disk.**

Entire contents of the destination disk is deleted and replaced with the contents of the source disk.

When the entire contents of the source disk drive have been copied to the destination disk, the display will return to the Main Menu.

## II Deleting a File from the Disk

When you no longer need a particular file, or need the space to store a new text, you can delete an old file from the disk as follows:

**1** Press the **MENU** key.

**2** Select "Utility and Tutorial".

**3** Press the **RETURN** (↵) key.

### Utility and Tutorial

1. Open Phrase
2. Erase Phrase
3. Delete File from Disk
4. Rename File
5. Copy Disk
6. Format Disk
7. Show Directory
8. Tutorial

**4** Select "Delete File from Disk" by using the **ARROW** keys or entering "3".

**5** Press the **RETURN** (↵) key.

### Select File Type.

1. Text File
2. Address List File
3. Auto Column File

**6** Select "Text File".



- 7** Press the **RETURN** (↵) key.  
The display will show the Text Name List.



- 8** Select the name of the text to be deleted by using the **ARROW** keys or entering the name.



File Name =



- 9** Press the **RETURN** (↵) key.  
The display will show:

Delete File from Disk

Do you want to delete this file from the disk?

Yes- ↵ / No- ✕

Delete File Name =



- 10** Press the **RETURN** (↵) key.  
The display will show:

Deleting File.

The display will return to the File Type after the file has been deleted.



- 11** Press the **MENU** key to return to the Main Menu.

Similarly, you can delete an Address List File or an Auto Column File with this method.

- **When deleting an Address List File:**  
Select "Address List File" at step 6.

- **When deleting an Auto Column File:**  
Select "Auto Column File" at step 6.

## I Storing a Text File to an MS-DOS Disk

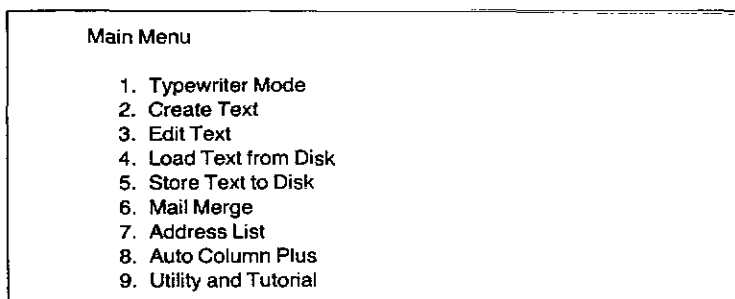
The KX-W1030 can store a text file to an MS-DOS formatted disk as ASCII text. Since the KX-W1030 is not an MS-DOS computer, you must first make sure that your MS-DOS disk has been formatted on an MS-DOS based PC. ASCII text files have no provision for special print features such as bold, underline, margins, etc. You will be able to load this file into many word processing programs and most text editing programs on your PC, though some reformatting of text may be necessary. Some of these programs refer to ASCII text files as "DOS Text", "Non-document", or just "text" files. Consult the manual for the PC software program you are using for details on loading ASCII text files.

**NOTE:** This function is only for use with 3.5 inch double sided, double density disks which have been formatted under MS-DOS to 720KB. This function will not work with high density (1.44 Megabyte) disks. Consult your MS-DOS manual for more information.

MS-DOS is a trademark of Microsoft Corporation.



- 1 Press the **MENU** key.



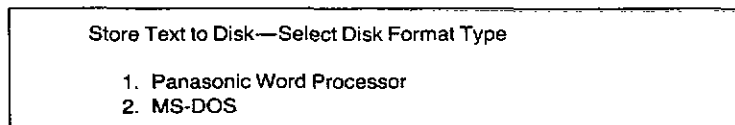
OR



- 2 Select "Store Text to Disk" by using the **ARROW** keys or entering "5".



- 3 Press the **RETURN** (↵) key.



- 4 Select "MS-DOS" by using the **ARROW** keys.



- 5 Press the **RETURN** (↵) key.

**Store Text to MS-DOS Disk**

Margin Formats and CODE functions (e.g. BOLD, RMF, DEC TAB, P INDENT, etc.) will not be stored.  
Continue?

Yes—↵/No—(X)



- 6 Press **RETURN** (↵) to store the text.  
The display will show "Reading MS-DOS Disk...", and then the following screen will appear.

**Store Text to MS-DOS Disk**

Space Available - ### (KB)

Name	Size (KB)
No Files on the Disk!	

Press NEXT PAGE—Next screen/CODE+NEXT PAGE—Previous screen

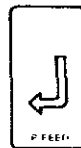
Type file name then press ↵. Press MENU to exit.

File Name=■

- To display the next or previous page, press **NEXT PAGE** or **CODE+NEXT PAGE**.

- 7 Enter the file name according to MS-DOS file name conventions.

- When naming the text, you can use an extension of up to 3 characters, DOC, etc. to distinguish it from others created with the system.



- 8 Press the **RETURN** (↵) key.  
The display will show:

Storing MS-DOS File.

When the text has been stored on the disk, the display will return to the Main Menu.

**IMPORTANT:** If you store a text from the text memory to the disk and the same name is already stored on the disk, the display will show:

Same file name already exists on the disk.  
Do you want to replace the existing file  
with the new file in memory?

Yes—  / No—

File Name=

● If the disk is found damaged or not MS-DOS format then the following message will be displayed:

Disk error!  
Damaged disk or not MS-DOS format.

Retry—  / Cancel—

Press **RETURN** (  ) to try again or **CANCEL** (  ) to return to the Main Menu.

## **J** Loading a Text File from an MS-DOS Disk

The KX-W1030 can load ASCII text files from MS-DOS disks. A text file which is created on a PC must be stored as ASCII text. Some word processing programs and most text editing programs for PCs provided a facility for storing ASCII text files. These files are sometimes called "DOS Text", "Non-document", or just "text" files. Consult the manual for the PC software program you are using for details on storing ASCII text files. Your text may require some reformatting after it is loaded into your unit.

When loading an ASCII text file, the unit requires slightly more memory than the size of the file on the disk. If the file is larger than the internal memory of your unit, the display will show "File size exceeds memory size."

**NOTE:** This function is only for use with 3.5 inch double sided, double density disks which have been formatted under MS-DOS to 720KB. This function will not work with high density (1.44 Megabyte) disks. Consult your MS-DOS manual for more information.

MS-DOS is a trademark of Microsoft Corporation.





- 7** Press the **RETURN** (↵) key.  
The display will show:

Loading MS-DOS File.

When loading is completed, your display will show the first page of the text.

- If the file name has 8 characters before the extension, the 8th character of the name is deleted and the extension is combined.
- Press the **MENU** key to cancel loading the file.

**IMPORTANT:** If you already have a text in the text memory, the display will show:

Text file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes—↵/No—ⓧ

- If the disk is found damaged or not MS-DOS format then the following message will be displayed:

Disk error!  
Damaged disk or not MS-DOS format.

Retry—↵/Cancel—ⓧ

Press **RETURN** (↵) to try again or **CANCEL** (ⓧ) to return to the Main Menu.

# 6-1 MAIL MERGE

Mail Merge allows you to merge a form letter requiring variable information with a mail list. This application enables you to create personalised letters for each person on your mail list with the respective variable information inserted automatically.

The unit also allows you to selectively print from your mail list. This is done by entering a qualifying line (maximum of 30 characters) before each address block. This qualifying line allows you to instruct the unit to selectively merge names and addresses that fall within a specific category.

Mail Merge can also be instructed to print only the address from the mail list enabling you to address each envelope or label without retyping.

## A Creating a Form Letter

The form letter containing the constant information is entered into the Text Memory as normal text. **Reference Codes** ( $\bar{V}$ ) are inserted into the letter where the variable information in the mail list is to be inserted. Regardless of the number of lines of variable information (i.e., an address), only one reference code is required. When you enter a reference code in the body of the letter, be sure to enter a space before and after the reference code so that the variable information does not run into the other text.

### Creating a Reference Code

6]



Press the **CODE + V** keys.

Your display will show a ( $\bar{V}$ ) with an overscore. This tells the system to refer to the mail list for the variable information.

Mail Merge inserts the variable information into the form letter in the order it appears in the mail list. Therefore, always use the first reference code for the name and address so that the mail list can be used to print envelopes and labels.

On the next page is an example of a form letter. Please complete all the exercises in this section so that you become comfortable with the mail merge application.

**Enter the Word Processor Mode.**

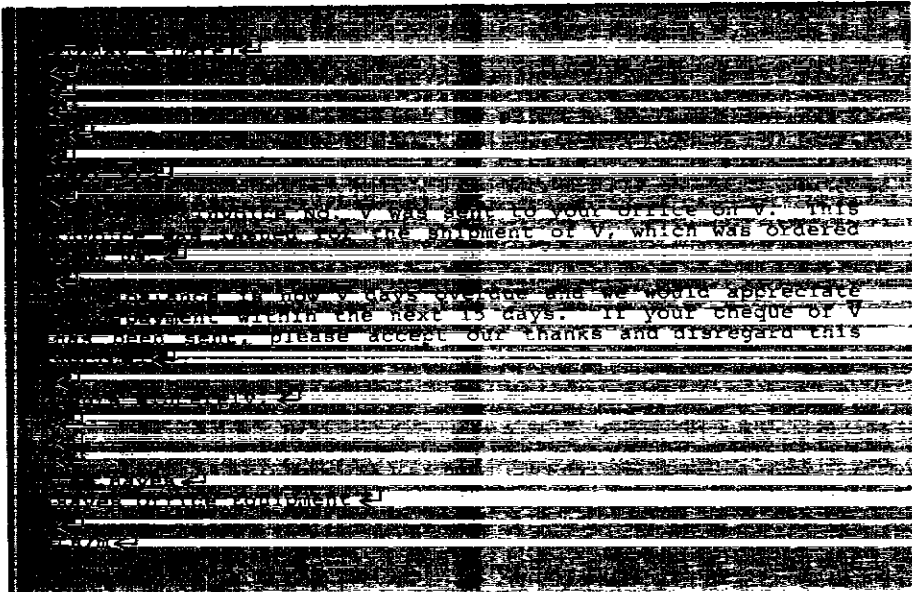
**Set your original left margin at 10.**

**Set your original right margin at 70.**

**Set your page length to 60.**

**Set your typing mode selector to "JUST".**

**Enter the following form letter into the Text Memory and store it to disk naming it "OVERDUE".**  
**Be sure to use the CODE + V keys for each reference point shown in the following example:**



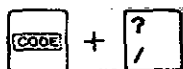
## B Creating a Mail List

The mail list is created in the Text Memory and stored to a disk under a separate file name, and it contains all variable information necessary to merge into the form letter. Each variable to be merged into the form letter is enclosed in parentheses ( ).

Manual returns entered within the parentheses are inserted into the form letter and will return at that point. Manual returns entered outside the parentheses do not affect the print out of the form letter. They simply separate each variable and make it easier to read the mail list if printed out. An example of a mail list with and without returns after each variable is shown on the next page.

Each group of variable information (i.e., name and address, account number, etc.) is called a **Record**. Each record is separated by the **CODE+SLASH (/)** keys in the mail list.

**1** Enter the Word Processor Mode.



**2** Press the **CODE+SLASH (/)** keys.



**3** Press the **RETURN (↵)** key.



**4** Type an opening Parenthesis "(".  
**5** Type the variable information.



**6** Type a closing Parenthesis ")".

**7** Continue entering each variable for the letter with parenthesis.

**8** Repeat for each record or group of variables.

Below is an example of the same mail list entered with returns after each variable (Unpacked) and without returns after each variable (Packed).

Open a new text and enter the following mail list into the memory in the style you prefer. Store the text to the disk naming it "LATE ACCTS".

UNPACKED	PACKED
NAME: MONICA SIMPSON	NAME: MONICA SIMPSON
202 HIGGS STREET	202 HIGGS STREET
MANCHESTER, NH 03072	MANCHESTER, NH 03072
NAME: SIMPSON, OLIVER	NAME: SIMPSON, OLIVER
02/22/91	02/22/91
ARCH. DISK	ARCH. DISK
CD# 1325	CD# 1325
CD# 1325	CD# 1325
NAME: ANGIE PRICHETT	NAME: ANGIE PRICHETT
100 ANTON AVENUE	100 ANTON AVENUE
CHENNAI, INDIA 600 007	CHENNAI, INDIA 600 007
NAME: PRICHETT, ROBERT	NAME: PRICHETT, ROBERT
08/08/91	08/08/91
MARKING PENS	MARKING PENS
CD# 6197	CD# 6197
CD# 6197	CD# 6197
NAME: PAUL SMITH	NAME: PAUL SMITH
100 HAYWARD ROAD	100 HAYWARD ROAD
CHENNAI, INDIA 600 007	CHENNAI, INDIA 600 007
NAME: SMITH, JOHN	NAME: SMITH, JOHN
02/22/91	02/22/91
ARCH. DISK	ARCH. DISK
CD# 1325	CD# 1325
CD# 1325	CD# 1325

## C Merging a Form Letter and Mail List

Each letter will print with the margins and tab set when the form letter was stored.



1 Press the **MENU** key.

Main Menu	
1.	Typewriter Mode
2.	Create Text
3.	Edit Text
4.	Load Text from Disk
5.	Store Text to Disk
6.	Mail Merge
7.	Address List
8.	Auto Column Plus
9.	Utility and Tutorial



2 Select "Mail Merge" by using the **ARROW** keys or entering "6".



3 Press the **RETURN** (↵) key.  
The display will show the Text Name List.

Mail Merge		Space Available = 688 (KB)
Name	Size (KB)	
AAA	10	
BBB	13	
LATE ACCTS	1	
OVERDUE	1	



4 Select the file name of the Form Letter by using the **ARROW** keys or entering the name.



Form Letter Name = OVERDUE
----------------------------



5 Press the **RETURN** (↵) key.



6 Select the file name of the Mail List by using the **ARROW** keys or entering the name.



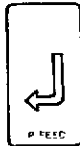
Mail List = LATE ACCTS
------------------------



- 7** Press the **RETURN** (↵) key.  
The display will show the Mail Merge Parameters.

Mail Merge Parameters	
Number of Copies: 1	Left Margin = Right Margin =
Page Numbering : N (1,2...start number) (N:no numbering)	Page Length = 54
Print Impression : 1 (1-Light/2-Medium/3-Heavy)	

To change a parameter, select it by using the **ARROW** keys and enter the desired value.



- 8** Press the **RETURN** (↵) key.  
The display will show:

Qualifier : █
---------------

- The Qualifier is used to selectively print records from your mail list. This operation will be covered in the next section.



- 9** Press the **RETURN** (↵) key.  
Mail merge will start and the form letter will be displayed containing the information from the first record.

- When you want to display the form letter merged with the information from the next record, press the **CANCEL** (⊗) key.



- 10** Press the **RETURN** (↵) key to start printing.  
After printing, the display will show the form letter merged with the information from the next record.

If you want to print it, press the **RETURN** (↵) key.  
If you want to stop merging, press the **MENU** key.

- 11** When merging has been entirely completed, the display will return to the Main Menu.

- If the text already exists in the text memory, the display will show:

Text file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes-  / No-

- If a record does not exist in the Mail List, the display will show:

Code+ / not found in the Mail List. Press any key to continue.

Press any key to return to the Text Name List.

- When the form letter includes more reference codes than variables in the mail list, the display will show:

Reference Code Mismatch

Then the unit will continue merging with replacing the superfluous codes with one space.



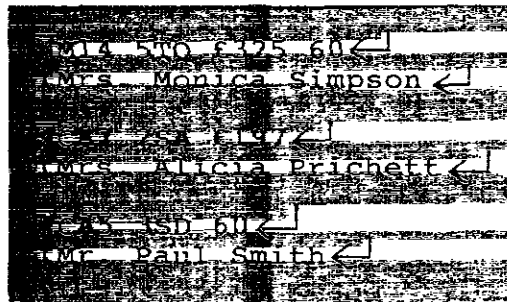
## D Creating a Qualified Mail List

If you do not have a qualifying line before each record of variables, you cannot qualify or selectively print from your mail list. The qualifying line can be a maximum of 30 characters and must appear as the first line of each record. You can use the 30 characters to create as many qualifying categories as you'd like (i.e., post code, country, occupation, etc.). These qualifiers do not have to be associated with the variables in the mail list.

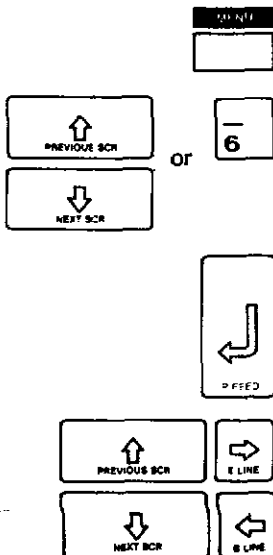
If you wanted to select individuals by post code, you'd enter the post code on the qualifying line. If you also wanted to select by country, that too would be entered on the qualifying line. The group of characters representing one category is called a **field**. The country and post code would represent two fields. Each field must be separated by a space.

- Add a qualifying line to each record in the mail list "LATE ACCTS" by loading it from the disk and store them to the disk again.

Use the Caps Lock feature when typing the qualifying line as shown below:



## E Selecting from a Qualified Mail List



- 1 Press the **MENU** key.

- 2 Select "Mail Merge".

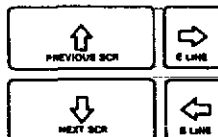
- 3 Press the **RETURN** (↵) key.

- 4 Select or enter the file name of the Form Letter.

Form Letter Name =



**5** Press the **RETURN** (↵) key.



**6** Select or enter the file name of the Mail List.

Mail List = ■



**7** Press the **RETURN** (↵) key.

If you need to change the parameters, select and enter the desired value.



**8** Press the **RETURN** (↵) key.

The display will show:

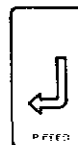
Qualifier : ■

Enter each qualifying field in the Mail List. Remember to separate each field with a space.



**9** Press the **RETURN** (↵) key.

Mail merge will start and the form letter will be displayed containing the information from the qualified record.



**10** Press the **RETURN** (↵) key to start printing.

- If a qualified record does not exist in the Mail List, the display will show:

No Qualified Records! Press any key to enter new qualifier.

Press any key to return to enter a new qualifier.

## Wildcards

You can use wildcards to instruct the system to select any character in a field or ignore the remainder of the fields on the qualifying line.

### EXAMPLE:

Qualifier : CA £197
---------------------

All post codes starting with CA

Press the RETURN (↵) key to by-pass each prompt.

**To do the following exercise, press the MENU key and merge the form letter "OVERDUE" with the mail list "LATE ACCTS".**

- Send a letter to all customers in "Cardiff" with a Post Code beginning with "CA".

The qualifying prompts should read:

Qualifier : CA
----------------

Two letters should print.

- Send a letter to all customers living in "Manchester".

The qualifying prompts should read:

Qualifier : M
---------------

One letter should print.

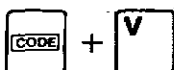
## F Printing Envelopes and Labels

As we learned earlier, mail merge requires two components, a form letter and a mail list. When printing envelopes or labels, a **dummy text** containing only **CODE + V** and **RETURN** is needed to print only the first variable. Therefore, always enter the name and address as the first variable in the mail list. You may need more than one dummy text (different names) since envelopes and labels require different formats for printing.

### Creating a Dummy Text

1 Enter the Word Processor Mode.

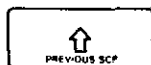
2 Set margins for the envelope or label.



3 Press the **CODE + V** keys to enter the Reference code.  
This instructs the system to pull the first variable from the mail list.



4 Press the **MENU** key to store the text to the disk.



or



5 Select "Store Text to Disk" and press the **RETURN (↵)** key.



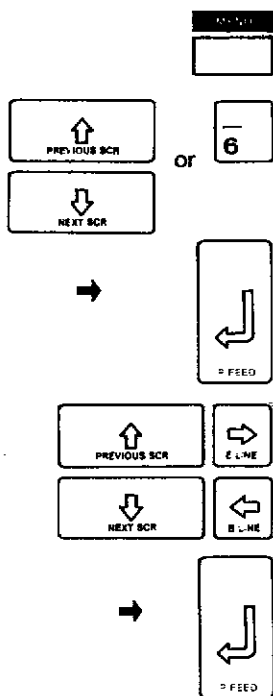
6 Enter a document name.



7 Press the **RETURN (↵)** key.

Remember, when merged, the mail list will print within the format of the form letter.

## Printing Envelopes and Labels



1 Insert an envelope or label.

2 Press the **MENU** key.

3 Select "Mail Merge" and press the **RETURN** (↵) key.

4 Select or enter the Form Letter Name and press the **RETURN** (↵) key.

5 Select or enter the Mail List Name and press the **RETURN** (↵) key.  
If you need to change the parameters, select and enter the desired value.

6 Press the **RETURN** (↵) key.  
The Qualifier display will be showed.

Enter a Qualifier if desired.

7 Press the **RETURN** (↵) key.  
The address from the first record will be displayed.

- When you want to display the next address, press the **CANCEL** (⊗) key.

8 Press the **RETURN** (↵) key to start printing.

9 Insert another envelope or label.

10 Repeat step 8.

# 7-1 ADDRESS LIST MEMORY

This unit will allow you to store up to 999 separate records to the disk. A record consists of four items; a name, an address, a phone number and a memo.

Remember, the length of each record is limited by the total available memory of your unit.

Address List Memory will accept;

**Bold**

**Underline**

**Embedding**

Address List Memory will not accept;

**Centring**  
**Tab**

**Right Margin Flush**  
**Decimal Tabulation**

**Paragraph Indent**  
**Stop Code**

To enter the Address List menu:

1 Press the **MENU** key.



Main Menu

1. Typewriter Mode
2. Create Text
3. Edit Text
4. Load Text from Disk
5. Store Text to Disk
6. Mail Merge
7. Address List
8. Auto Column Plus
9. Utility and Tutorial

2 Select "Address List" by using the **ARROW** keys or entering "7".



OR



3 Press the **RETURN** (↵) key.  
The display will show the Address List menu.



Address List

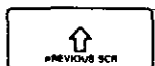
1. Create Record
2. Edit Record
3. Load File from Disk
4. Store File to Disk
5. Sort in Alphabetical Order
6. Delete All Records from Memory

Select "Create Record" when you are:

- creating new records

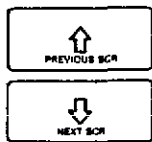
Select "Edit Record" when you are:

- recalling a record for modification
- recalling a record to copy it to another record
- recalling a record to print it
- deleting a record from memory



OR





✖  
3

\$  
4

£  
5

—  
6

Select “Load File from Disk” when you are:

- loading the address list file from the disk

Select “Store File to Disk” when you are:

- storing the address list file to the disk

Select “Sort in Alphabetical Order” when you are:

- sorting records in alphabetical order

Select “Delete All Records from Memory” when you are:

- deleting all records

- If the text already exists in the text memory, the display will show:

Text file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes— ☐ / No— ☒

To delete the existing text and enter the Address List menu, press the RETURN (↵) key.

To retain the existing text, press the CANCEL (⊠) key and the Main Menu will appear.

**NOTE**  
All information stored in the memory is cleared when the POWER switch is turned to STANDBY (⏻). For permanent storage, address lists created in the Address List Memory must be stored on the micro-floppy disk.

## A To Create Records and Store to the Disk



or



- 1 Select "Create Record" by using the **ARROW** keys or entering "1" in the Address List menu.



- 2 Press the **RETURN** (↵) key.  
The current Record No. will appear on the top of the display.

- 3 Type the information to be stored to each term, but do not exceed;

Name	120 characters
Address	150 characters
Phone No.	30 characters
Memo	30 characters

For example, enter the following record.

	Record No.: 1
Name: Mrs. Monica Simpson .....	
.....	
.....	
Address: 29 Hicks Street, ↵ .....	
Manchester M14 5TQ .....	
.....	
Phone No.: 123-456-7890 .....	
Memo: Doctor (surgeon) .....	



You must use the **UP/DOWN ARROW** keys to move the next/previous term.



- If you want to sort the records according to each last name, press the **CODE + Q** keys between the first name and the last name of each "Name" term. The display will show a rectangular (□) symbol. This operation will be covered in the "To Sort Records in Alphabetical Order" on p. 117.
- If you attempt to enter more than above number of characters in "Name", "Address", "Phone No." or "Memo" terms, the display will show:

Term Too Long!



NEXT PAGE  
PREVIOUS

- 4 If you want to store more records, press the **NEXT PAGE** key to move to the next record and repeat the above step 3.
- You can store a maximum of 999 records. If you attempt to enter more than 999 records, the display will show:

Too Many Records!

MENU

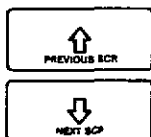
- 5 Press the **MENU** key to close the record. The display will show the Record table.

* New File*		
No	NAME	ADDRESS
1	Mrs. Monica Simpson....	29 Hicks Street, ↵.....
2	(NEW RECORD)	

The entered records will be listed with "Name" and "Address" terms in input order.

MENU

- 6 Press the **MENU** key to return Address List menu.



or

\$  
4

- 7 Select "Store File to Disk" by using the **ARROW** keys or entering "4".

Address List	
1.	Create Record
2.	Edit Record
3.	Load File from Disk
4.	Store File to Disk
5.	Sort in Alphabetical Order
6.	Delete All Records from Memory



- 8 Press the **RETURN** (↵) key. The display will show:

Store Address List File to Disk		Space Available = ### (KB)
Name	Size (KB)	
No Address List Files on Disk!		
Press NEXT PAGE - Next screen / CODE+NEXT PAGE - Previous screen		
Type file name then press ↵. Press MENU to exit.		
File Name = ■		

- 9 Enter a name of the Address List File, but do not exceed ten (10) characters.



- 10** Press the **RETURN** (↵) key.  
The display will show:

Storing File.

When storing is completed, the display will return to the Address List menu.



- 11** Press the **MENU** key to return to the Main Menu.

- If you store an Address List from the memory to the disk and the same name is already stored on the disk at step 9, the display will show:

Same file name already exists on the disk  
Do you want to replace the existing file  
with the new file in memory?

Yes- ↵ / No- (X)

- If you want to rename the Address List File, refer to "Renaming a File" on p. 85.

To practice the exercises in this manual, please enter the following names with **CODE+Q** keys and addresses, etc. and store the records onto the disk naming it "ADDR LIST1".

CODE+Q

Name: Mrs. Monica Simpson  
Address: 29 Hicks Street, ↵  
Manchester M14 5TQ  
Phone No.: 123-456-7890  
Memo: Doctor (surgeon)

CODE+Q

Name: Mr. Paul Smith  
Address: 195 Harrison Road, ↵  
Cardiff CA5 3SD  
Phone No.: 483-591-6720  
Memo: Lawyer

CODE+Q

Name: Mrs. Alicia Pritchett  
Address: 131 Ascan Avenue, ↵  
Cardiff CA7 2SA  
Phone No.: 852-963-7410  
Memo: French Teacher

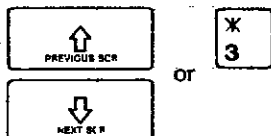
CODE+Q

Name: Mr. David Keith  
Address: 34 Carlton Crescent, ↵  
Belfast BT1 6JQ  
Phone No.: 158-942-6370  
Memo: Doctor (physician)

(↵: Press the **RETURN** (↵) key.)

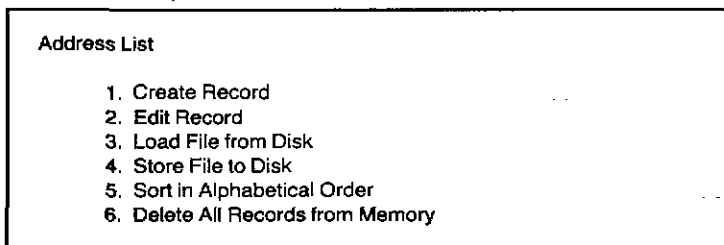
## B To Load an Address List File from the Disk

When you have stored an Address List File from the Memory onto a disk, you may clear your memory and continue with additional projects. The disk drive gives you the ability to take an Address List File stored on disk, and load it back into Memory whenever you need it.

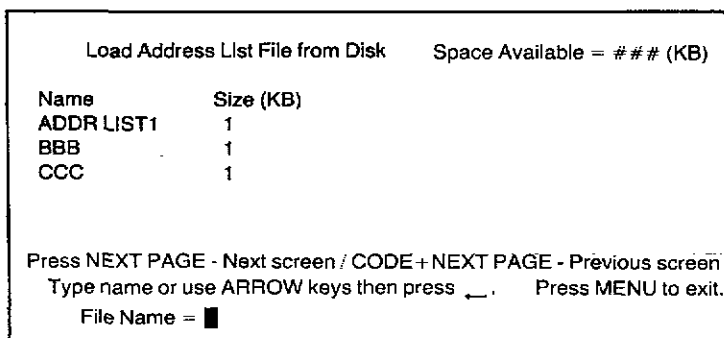


OR

- 1 Select "Load File from Disk" by using the **ARROW** keys or entering "3" in the Address List menu.

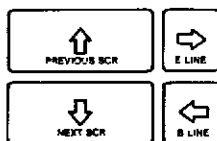


- 2 Press the **RETURN** (↵) key.  
The display will show "Reading Disk..." and then the Address List File will appear in alphabetical order.



The first display is capable of showing a maximum of 32 file names.

If a disk contains more than 32 file names, press the **NEXT PAGE** or **CODE+NEXT PAGE** key(s) to show the next or previous display.



- 3 Select the name of the Address List File to be loaded by using the **ARROW** keys or entering the name.



- 4 Press the **RETURN** (↵) key.  
The display will show:

Loading File.

When loading is completed, the display will show the loaded Record table.

You can also see the File Name on the top of the display.

- If you already have an Address List exists in Memory, the display will show:

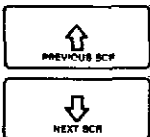
Address List file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes- ↵ / No- (X)

Press the **RETURN** (↵) key to load the Address List File.  
Press the **CANCEL** (X) key to cancel this operation and return to the Address List menu.

## C To Add to an Existing Address List

If you are interrupted while entering a record, simply end the information and continue it later.



or



- 1 Select "Create Record" in the Address List menu after creating records or loading the Address List File to store the additional information.



- 2 Press the **RETURN** (↵) key.

- 3 Make new records and store the additional information to the disk.  
(Refer to the steps 3-10 of "To Create Records and Store to the Disk" on p. 112.)

## D To Sort Records in Alphabetical Order

This feature will allow you to sort the records according to each last name using the **CODE + Q** keys between the first name and last name of each "Name" term.

When you enter a "Name" term using the **CODE + Q** keys each record will be sorted according to the first character after the sort rectangle (□). This means that spaces and numeric characters will appear prior to alphabet characters.



or



- 1 Select "Sort in Alphabetical Order" by using the **ARROW** keys or entering "5" in the Address List menu after creating the records or loading the Address List File to be sorted.

### Address List

1. Create Record
2. Edit Record
3. Load File from Disk
4. Store File to Disk
5. Sort in Alphabetical Order
6. Delete All Records from Memory



- 2 Press the **RETURN** (↵) key.  
The display will show:

### Sort Address List File in Alphabetical Order

Sort records in alphabetical order according to the characters behind the Sort Rectangle (□) in the Name Term.  
Can not return to the previous order.  
Continue?

Yes- ↵ / No- (X)



- 3 Press the **RETURN** (↵) key for Yes or **CANCEL** (X) key for No.

To begin this exercise, please recall the file name "ADDR LIST1" from the disk and sort the records.

After sorting, the display will show the Record table as follows:

ADDR LIST1		
No	NAML	ADDRESS
1	M <sup>r</sup> . David □ Keith	34 Carlton Crescent, ↵
2	M <sup>r</sup> s. Alicia □ Pritchett	131 Ascan Avenue, ↵
3	M <sup>r</sup> s. Monica □ Simpson	29 Hicks Street, ↵
4	M <sup>r</sup> . Paul □ Smith	195 Harrison Road, ↵
5	(NEW RECORD)	

## **E** To Modify a Record

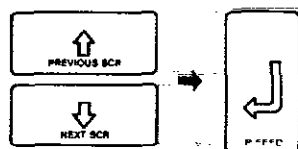
If you want to modify a record, do the following:

- 1 Perform the steps 1-2 of "To Load the Address List File from the Disk" on p.115.
- 2 Select the File Name to be modified and press the **RETURN** (↵) key.

The display will show the Record table.

- The first display is capable of showing a maximum of 10 records.

If you have more than 10 records, press the **NEXT PAGE** or **CODE+NEXT PAGE** key(s) to show the next or previous display.



- 3 Select the record as you wish and press the **RETURN** (↵) key.

- 4 Modify the record.

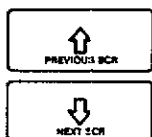
- 5 Perform the steps 5-8 of "To Create Records and Store to the Disk" on p. 112 to store the modified record.

- If the part to be modified is located toward the end of the current term, press the **RELOC** key to position yourself at the end of it.
- If the part to be modified is located toward the beginning of the current term, press the **CODE+RELOC** keys to position yourself at the beginning of it.
- If the part to be modified is located in the other term, use the **ARROW** keys to move the other term.
- If the part to be modified is located in the next record, press the **NEXT PAGE** key to move to the next record.
- If the part to be modified is located in the previous record, press the **CODE+NEXT PAGE** keys to move to the previous record.
- After the top record in memory has been displayed and the following message will appear on the display.

Top of Lists!

## F Record Search

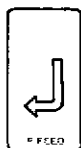
You can search directly to the record to be modified or printed on the Record table.



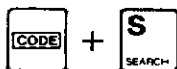
OR



- 1 Select "Edit Record" in the Address List menu.



- 2 Press the RETURN (↵) key.  
The display will show the Record table.



- 3 Press the CODE + S keys.

- 4 Enter "Name", "Address", "Phone No." or "Memo" (a maximum of 30 characters) you are searching for.  
[For example, Smith]

Search Record

Enter search strings.

Name : Smith ■

Address :

Phone No. :

Memo :



- 5 Press the RETURN (↵) key.  
Your unit will start searching the required records only for entered terms from the top of table.  
The display will show the table of the searched records.

- 6 Modify or print the record if necessary.

- If the record is not found in the list, the display will show:

Not Found!

## G To Copy a Record to Another Record



1  
1

- 1 Select "Create Record" in the Address List menu after creating records or loading the Address List File.



OR



- 2 Press the **RETURN** (↵) key.  
The display will show the new record.



- 3 Press the **CODE + 3** keys.  
The display will show:

Record No. = █

Enter the record No. to be copied.

- 4 Press the **RETURN** (↵) key to copy the record to another record.  
If you do not want to copy it, press the **MENU** key.

- When the selected record is empty, the display will show:

Not Found!

To practice the exercise, recall the file name "**ADDR LIST1**" and add the following record. As you see, the following record is the same Record No. 3 except the "Name" and "Memo" terms.

You can simply create the new record by copying Record No. 3 to it and changing the Name and Memo.

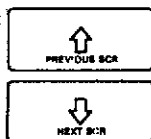
Name: Ms. Jill Simpson  
Address: 29 Hicks Street, ↵  
Manchester M14 5TQ  
Phone No.: 123-456-7890  
Memo: Doctor (dentist)



## II Printing from the Address List Memory

### To Print the Address List

You have entered your records into memory or disk and now want to print it.



or



- 1 Select "Edit Record" in the Address List menu.



- 2 Press the **RETURN** (↵) key.  
The display will show the Record table.



- 3 Press the **PRINT** key.  
The display will show:

#### Set Printing Parameters

Print Address ? : Y (Y-Yes/N-No)  
 Phone No. ? : N  
 Memo : N  
  
 from Record : 1  
 to Record : 5 (L: Last Record)  
 Print Impression : 1 (1-Light/2-Medium/3-Heavy)  
 Page Length : 60

Select the desired parameter by using the **ARROW** keys and change it, if necessary.



- 4 Press the **RETURN** (↵) key.  
The unit will start printing your record.

Printing!

After printing, the display will show the record table.

**Do not change the pitch while the unit is printing.**

- The unit will automatically print the records according to the following, independent of the current margin format.

PITCH	Name	SPACE	Address, Phone No. & Memo
10	26 chr.	4	36 chr.
12	31 chr.	4	43 chr.
15	38 chr.	6	53 chr.

- When the print line reaches the end of page, the display will show:

Page End!  
Continue?

Yes- ☐ / No- ☒

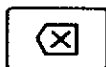
## To Stop Printing in the Middle of the Record



- 1 Press the **PRINT** key during printing.

Continue printing?

Yes- ☐ / No- ☒



or



- 2 If you want to exit the printing mode:  
Press the **CANCEL** (☒) key.

If you want to continue printing the Address List:  
Press the **RETURN** (☐) key.

Your unit will resume printing from the point on the line where it stopped.

## I To Print a Record on the Envelope

- 1 Select "Edit Record" in the Address List menu and press the **RETURN** (☐) key.
- 2 Select a record you wish to print by using the **ARROW**, **CODE+S**, **NEXT PAGE**, or **CODE+NEXT PAGE** key(s).
- 3 Press the **RETURN** (☐) key.  
The display will show the record.



- 4 Press the **PRINT** key.  
The display will show:

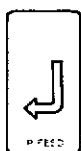
Set Printing Parameters

Print Phone No.? : N (Y-Yes / N-No)

Memo : N

Print Impression : 1 (1-Light/2-Medium/3-Heavy)

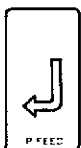
Select the desired parameter by using the **ARROW** keys and change it, if necessary.



- 5 Set an envelope and press the **RETURN** (↵) key.

Move carriage to desired printing position  
with SPACE BAR or ← key.

- Press the **SPACE BAR** or the **BACKSPACE** (←) key to move the carriage to the desired position to be printed.
- Change the vertical position of the paper using the Platen Knob.



- 6 Press the **RETURN** (↵) key to start printing.

Printing!



- 7 After printing, press the **MENU** key.

- 8 Repeat the above steps 2-7.

To begin this exercise, recall the file name "**ADDR LIST1**" and print on the envelope as follows:

Mr. Paul Smith  
195 Harrison Road,  
Cardiff CA5 3SD  
483-591-6720

(Envelope)

Carriage position

Mr. David Keith  
34 Carlton Crescent,  
Belfast BT1 6JQ

## J To Delete a Record from Memory

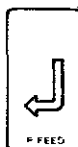
When you no longer need a particular record, or need the space to enter a new record, you can delete an old record from memory as follows:



or



1 Select "Edit Record" in the Address List menu.



2 Press the **RETURN** (↵) key.

3 Select a record to be deleted by using the **ARROW**, **CODE+S**, **NEXT PAGE**, or **CODE+NEXT PAGE** key(s).



4 Press the **RETURN** (↵) key.  
The display will show the record.



+

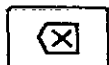


5 Press the **CODE+4** keys.  
The display will show:

Delete this record?	Yes- ↵ / No- (X)
---------------------	------------------



or



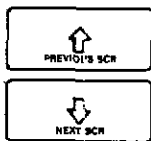
6 Press the **RETURN** (↵) key for Yes or **CANCEL** (X) key for No.

You can also delete a record on the Record table by skipping the above step 4.

## K Deleting All Records from Memory

When you no longer need all records in memory or need the space to enter a new record, you can delete all records from memory as follows:

- If you want to delete an Address List File from the disk, refer to “Deleting a File from the Disk” on p. 91.



OR



- 1 Select “Delete All Records from Memory” by using the **ARROW** keys or entering “6” in the Address List menu.

### Address List

1. Create Record
2. Edit Record
3. Load File from Disk
4. Store File to Disk
5. Sort in Alphabetical Order
6. Delete All Records from Memory



- 2 Press the **RETURN** (↵) key.

### Delete All Records from Memory

This function will delete all records from memory and create a new address list file.  
Continue?

Yes—↵ / No—⊗



OR



- 3 Press the **RETURN** (↵) key for Yes or **CANCEL** (⊗) key for No.  
After deleting all records, the display will show the Address List menu.

# 8-1 AUTO COLUMN PLUS

This function is used to make a ruled table of data and perform basic calculations.  
You can set between 1 and 16 columns.

Auto Column Plus will accept;

**Bold**  
**Centring**

**Continuous Underlining**  
**Decimal Tabulation**

**Embedding**

Auto Column Plus will not accept;

**Right Margin Flush**  
**Tab**

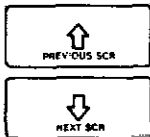
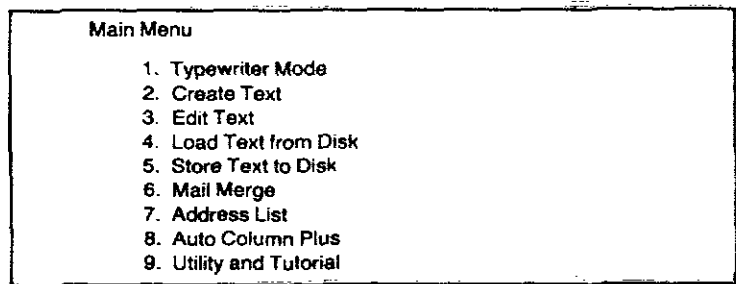
**Paragraph Indent**  
**Stop Code**

**Word by Word Underlining**

To enter the Auto Column Plus menu:



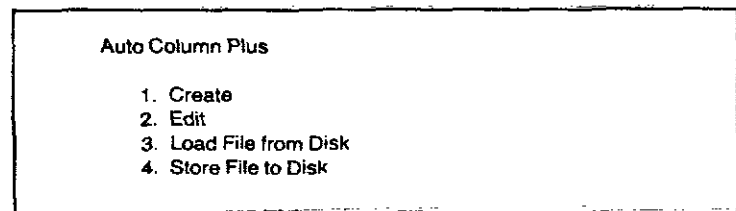
1. Press the **MENU** key.



2. Select "Auto Column Plus" by using the **ARROW** keys or entering "8".



3. Press the **RETURN** (↵) key.  
The display will show the Auto Column Plus menu.



Select "Create" when you are:

- creating new auto column file

Select "Edit" when you are:

- recalling an auto column file for modification
- recalling an auto column file to print it
- recalling an auto column file to calculate it

Select "Load File from Disk" when you are:

- loading the auto column file from the disk

Select "Store File to Disk" when you are:

- storing the auto column file to the disk

- If the text already exists in the text memory, the display will show:

Text file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes— ☐ / No— ☒

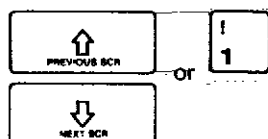
To delete the existing text and enter the Auto Column Plus menu, press the **RETURN** (☐) key.

To retain the existing text, press the **CANCEL** (☒) key and the Main Menu will appear.

**NOTE:**


All information stored in the memory is cleared when the **POWER** switch is turned to **STANDBY** (⏻). For permanent storage, auto columns created in the Auto Column Plus mode must be stored on the micro-floppy disk.

## A To Create an Auto Column File

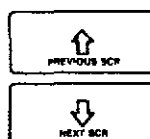


- 1 Select "Create" by using the **ARROW** keys or entering "1" in the Auto Column Plus menu.



- 2 Press the **RETURN** () key.  
The display will show the auto column parameter.

Set Parameters	
Number of Columns :	(1-16)
Column Width :	(5-13)
Print Pitch :	10 (10/12/15)
Header Lines :	(0-3)
Data Lines :	(1-30)
Footer Lines :	(0-3)



- 3 Enter the required number of columns, column width, print pitch, header lines, data lines and footer lines by using the **ARROW** keys.  
For example:


Number of Columns : 5 (A maximum of 16 columns can be set)  
 Column Width : 13 (5 to 13 can be set)  
 Print Pitch : 10 (10/12/15 can be set)  
 Header Lines : 1 (A maximum of 3 lines can be set)  
 Data Lines : 4 (A maximum of 30 lines can be set)  
 Footer Lines : 1 (A maximum of 3 lines can be set)

- The number of columns and the column widths must meet the following criteria:  $(\text{Number of Columns}) \times (\text{Column width} + 1) + 3$  must be less than or equal to 100 for 10 pitch, 120 for 12 pitch or 150 for 15 pitch.
- If you enter the wrong number, the display will show:

Parameter Error!
------------------






- 4 Press the **RETURN** () key.  
The display will show the column layout.


(Column Letter)					
10	I	* New File *			
:	A	:	B	:	C
:	:	:	:	:	:
1:	(Header Line)				
2:					
3:					
4:					
5:					
6:	(Data Line)				
7:					
8:					
9:	(Footer Line)				
10:					



- 5 Enter the data for each column.  
You may use the **CODE+TAB** () keys when entering the numbers into each column.

To practice the exercises in this manual, please enter the following data:

10	I	* New File *								
:	A	:	B	:	C	:	D	:	E	:
1:										
2:	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> 1990	<input checked="" type="checkbox"/> 1991	<input checked="" type="checkbox"/> Total	<input checked="" type="checkbox"/> Increase N					
3:										
4:	Twenties	<input checked="" type="checkbox"/> 1500	<input checked="" type="checkbox"/> 2000							
5:	Thirties	<input checked="" type="checkbox"/> 10000	<input checked="" type="checkbox"/> 15000							
6:	Forties	<input checked="" type="checkbox"/> 4500	<input checked="" type="checkbox"/> 7000							
7:	Fifties	<input checked="" type="checkbox"/> 2000	<input checked="" type="checkbox"/> 2300							
8:										
9:	<input checked="" type="checkbox"/> Total									
10:										

- The **RIGHT/LEFT ARROW** keys move the cursor to the next/previous column.
- You may use the **TAB** () key in place of the **CODE+C** keys when centring the data.
- The maximum width of one column is equal to 15 characters.
- In each column, a maximum of 13 characters can be entered. The number of characters is 2 characters less than the column width. If this number of characters is exceeded, the buzzer will sound and further input will not be accepted.
- The decimal point will be set on the third character from the right in each column at any time.



- 6** After entering all of the data, press the **MENU** key to close the auto column.  
The display will return to the Auto Column Plus menu.

While creating your auto column, you can calculate by using the entered data in this auto column. This operation will be covered in the next section.

- If an auto column file already exists in the memory at step 2, the display will show:

Auto Column file already exists in memory. This action will delete the existing file. Continue?  Yes- <input type="button" value="↵"/> / No- <input checked="" type="button" value="X"/>
--

To create the new auto column file, press the **RETURN** () key.

To retain the existing auto column file, press the **CANCEL** () key and the Auto Column Plus menu will appear.

## B To Calculate in an Auto Column

This unit will allow you to calculate while creating or editing an auto column.

In the Auto Column Plus mode, there are auto calculating and manual calculating operations: Horizontal Sum, Horizontal Average, Vertical Sum, Vertical Average, Manual Calculation.

- Horizontal Sum and Average are calculating operations of each designated column on the same line.
- Vertical Sum and Average are calculating operations of each designated line in the same column.
- Manual Calculation (Addition, Subtraction, Multiplication, Division) is performed when you need to calculate within each column.

- 1 Perform the steps 1-5 of "To Create an Auto Column File" on p. 128.

10	I	*New File*								
:	A	:	B	:	C	:	D	:	E	:
1:										
2:	<input checked="" type="radio"/> Age		<input checked="" type="radio"/> 1990		<input checked="" type="radio"/> 1991		<input checked="" type="radio"/> Total		<input checked="" type="radio"/> Increase N	
3:										
4:	Twenties		<input type="radio"/> 1500		<input type="radio"/> 2000					
5:	Thirties		<input type="radio"/> 10000		<input type="radio"/> 15000					
6:	Forties		<input type="radio"/> 4500		<input type="radio"/> 7000					
7:	Fifties		<input type="radio"/> 2000		<input type="radio"/> 2300					
8:										
9:	<input checked="" type="radio"/> Total									
10:										



- 2 Press the **MAR REL** ( $\leftrightarrow$ ) key to calculate.  
The display will show:

H-Sum	H-Avg.	V-Sum	V-Avg.	Manual Calc.
-------	--------	-------	--------	--------------



- 3 Select the required expression by using the **ARROW** keys.

H-Sum= Horizontal Sum

H-Avg.=Horizontal Average

V-Sum= Vertical Sum

V-Avg.=Vertical Average

Manual Calc.= Addition (+), Subtraction (-),  
Multiplication (\*), Division (/)

**For example:**

When you want to enter the horizontal sum of B and C to the D column:



**4a** Select "H-Sum".

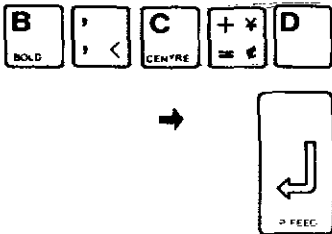


**5a** Press the **RETURN** (↓) key.  
The display will show:

H-Sum : █



**6a** Enter the "D" or "B,C=D" and press the **RETURN** (↓) key.  
The display will show the results of calculation in the "D" column.



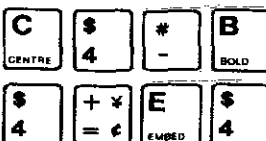
10	I	*New File*			
	A	B	C	D	E
1:					
2:	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> 1990	<input checked="" type="checkbox"/> 1991	<input checked="" type="checkbox"/> Total	<input checked="" type="checkbox"/> Increase N
3:					
4:	Twenties	<input checked="" type="checkbox"/> 1500	<input checked="" type="checkbox"/> 2000	3500	
5:	Thirties	<input checked="" type="checkbox"/> 10000	<input checked="" type="checkbox"/> 15000	25000	
6:	Forties	<input checked="" type="checkbox"/> 4500	<input checked="" type="checkbox"/> 7000	11500	
7:	Fifties	<input checked="" type="checkbox"/> 2000	<input checked="" type="checkbox"/> 2300	4300	
8:					
9:	<input checked="" type="checkbox"/> Total				
10:					

When you want the increase for "Twenties":



**4b** Select "Manual Calc." and press the **RETURN** (↓) key.  
The display will show:

Manual Calc. : █



**5b** Enter the calculating operation (Subtraction) as follows:

Manual Calc. : C4 - B4 = E4



**6b** Press the **RETURN** ( $\leftarrow$ ) key.  
The display will show the result of calculation.

10	I	* New File *								
:	A	:	B	:	C	:	D	:	E	:
1:										
2:	<input checked="" type="checkbox"/> Age		<input checked="" type="checkbox"/> 1990		<input checked="" type="checkbox"/> 1991		<input checked="" type="checkbox"/> Total		<input checked="" type="checkbox"/> Increase N	
3:										
4:	Twenties		<input checked="" type="checkbox"/> 1500		<input checked="" type="checkbox"/> 2000		3500		500	
5:	Thirties		<input checked="" type="checkbox"/> 10000		<input checked="" type="checkbox"/> 15000		25000			
6:	Forties		<input checked="" type="checkbox"/> 4500		<input checked="" type="checkbox"/> 7000		11500			
7:	Fifties		<input checked="" type="checkbox"/> 2000		<input checked="" type="checkbox"/> 2300		4300			
8:										
9:	<input checked="" type="checkbox"/> Total									
10:										

Repeat the above step to enter the number of increase for all age groups.  
When calculating is completed, the display will show:

10	I	* New File *							
:	A	:	B	:	C	:	D	:	E
1:									
2:	<input checked="" type="checkbox"/> Age		<input checked="" type="checkbox"/> 1990		<input checked="" type="checkbox"/> 1991		<input checked="" type="checkbox"/> Total		<input checked="" type="checkbox"/> Increase N
3:									
4:	Twenties		<input checked="" type="checkbox"/> 1500		<input checked="" type="checkbox"/> 2000		3500		500
5:	Thirties		<input checked="" type="checkbox"/> 10000		<input checked="" type="checkbox"/> 15000		25000		5000
6:	Forties		<input checked="" type="checkbox"/> 4500		<input checked="" type="checkbox"/> 7000		11500		2500
7:	Fifties		<input checked="" type="checkbox"/> 2000		<input checked="" type="checkbox"/> 2300		4300		300
8:									
9:	<input checked="" type="checkbox"/> Total								
10:									

⌘

When you want to enter the vertical sum on line 9:



**4c** Select "V-Sum".

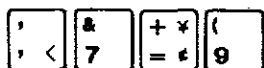


**5c** Press the **RETURN** ( $\leftarrow$ ) key.  
The display will show:

V-Sum : █



or



- 6c Enter "9" or "4, 5, 6, 7 = 9" and press the RETURN (↵) key. The display will show the results of calculation on the ninth line:

10	I	* New File *			
	A	B	C	D	E
1:					
2:	Age	1990	1991	Total	Increase N
3:					
4:	Twenties	1500	2000	3500	500
5:	Thirties	10000	15000	25000	5000
6:	Forties	4500	7000	11500	2500
7:	Fifties	2000	2300	4300	300
8:					
9:	Total	18000	26300	44300	8300
10:					

- You can use only numbers or numbers with a period (.:decimal point) and a hyphen (-:minus) as the objects of calculation.

Numbers with "%", "\$", "( )", "," can not calculate in auto column.

For example: "30%", "\$300", "A1 - (B2 + C3) = D4"  
"3,000"

- If there is an incorrect calculating expression, the display will show:

Parameter Error!



- 7 After calculating and completing your table, press the MENU key. The display will show the Auto Column Plus menu.

## C To Print an Auto Column

You have now entered your auto column into memory and want to print it.

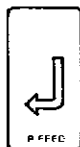


- 1 Press the **PRINT** key after creating or editing the auto column. The display will show the printing parameters.

### Set Printing Parameters

Number of Copies : 1  
 Left Margin : 0  
 Right Margin : ( )  
 Print Impression : 1 (1-Light/2-Medium/3-Heavy)

When you enter the left margin data, right margin data will change automatically.



- 2 If all of the printing parameters are correct, press the **RETURN** (↵) key to start printing.

If not, select the desired parameter by using the **ARROW** keys, and change it.

- You can select the number of copies (maximum of 99), and the printing impression level.

When printing is completed, your auto column will reappear on the display.

## D To Modify an Existing Auto Column

If you want to modify an existing auto column, do the following:



or



- 1 Select "Edit" in the Auto Column Plus menu.

### Auto Column Plus

1. Create
2. Edit
3. Load File from Disk
4. Store File to Disk



- 2 Press the **RETURN** (↵) key. The display will show the Auto Column table.

- 3 Modify the table.



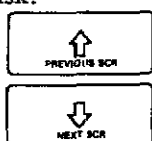
- 4 After modifying, press the **MENU** key to return to the Auto Column Plus menu.

- If the part to be modified is located toward the end of the table, press the **RELOC** key to position yourself at the end line.
- If the part to be modified is located toward the beginning of the table, press the **CODE + RELOC** keys to position yourself at the first line.
- If the part to be modified is located toward the end of line, press the **CODE + RIGHT ARROW** keys to move the end of it.
- If the part to be modified is located toward the beginning of the line, press the **CODE + LEFT ARROW** keys to move the beginning of it.



## E To Store an Auto Column File to the Disk

The unit allows you to store the auto column file created in the Auto Column Plus mode to the disk.



or



- 1 Select "Store File to Disk" by using the **ARROW** keys or entering "4" in the Auto Column Plus menu.

Auto Column Plus

1. Create
2. Edit
3. Load File from Disk
4. Store File to Disk



- 2 Press the **RETURN** (↵) key.  
The display will show "Reading Disk...", and then the auto column file list will appear.

Store Auto Column File to Disk      Space Available = ### (KB)

Name	Size (KB)
No Auto Column Files on Disk!	

Press NEXT PAGE - Next screen / CODE + NEXT PAGE - Previous screen  
Type file name then press ↵. Press MENU to exit.

File Name = █

- 3 Enter an auto column file name, but do not exceed ten (10) characters.



- 4 Press the **RETURN** (↵) key.  
The display will show:

Storing File.

When storing is completed, the display will return to the Auto Column Plus menu.

- Press the **MENU** key to cancel this operation.
- If you store an auto column file from the memory to the disk and the same name is already stored on the disk, the display will show:

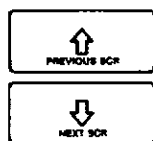
Same file name already exists on the disk.  
Do you want to replace the existing file  
with the new file in memory?

Yes- ↵ / No- (X)

- If you want to rename the file, refer to "Renaming a File" on p. 85.

## F To Load an Auto Column File from the Disk

When you have stored the auto column file from the memory onto the disk, you may clear your memory and continue with additional projects. The disk drive gives you the ability to take an auto column file stored on the disk, and load it back into memory whenever you need it.



or



- 1 Select "Load File from Disk" by using the **ARROW** keys or entering "3" in the Auto Column Plus menu.

Auto Column Plus

1. Create
2. Edit
3. Load File from Disk
4. Store File to Disk



- 2 Press the **RETURN** (↵) key.  
The display will show "Reading Disk..." and then the auto column file name will appear in alphabetical order.

Load Auto Column File from Disk      Space Available = ### (KB)

Name	Size (KB)
AUTO1	1
BBB	1
CCC	1

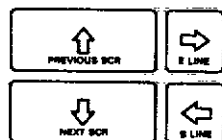
Press NEXT PAGE - Next screen / CODE + NEXT PAGE - Previous screen  
Type file name or use ARROW keys then press ↵. Press MENU to exit.

File Name = ■

3

The first display is capable of showing a maximum of 32 file names.

If a disk contains more than 32 file names, press the **NEXT PAGE** or **CODE+NEXT PAGE** key(s) to show the next or previous display.



- 3 Select the name of the Auto Column File to be located by using the **ARROW** keys or entering the name.



- 4 Press the **RETURN** (↵) key.  
The display will show:

Loading File.

When loading is completed, the display will show the column layout.

- If you already have an auto column in the memory, the display will show:

Auto Column file already exists in memory.  
This action will delete the existing file.  
Continue?

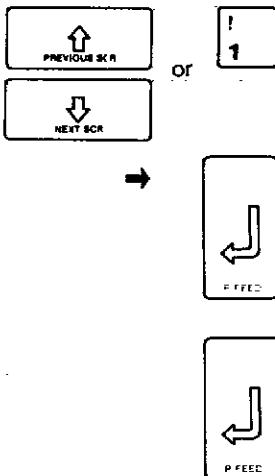
Yes-  / No-

Press the **RETURN** () key to load the Auto Column.  
Press the **CANCEL** () key to cancel this operation.

## G To Delete an Auto Column from Memory

If you need to create a new auto column, you can simply delete the current auto column from memory as follows:

If you want to delete an auto column file from the disk, refer to “Deleting a File from the Disk” on p. 91.



- 1 Select “Create” and press the **RETURN** () key.  
The display will show:

Auto Column file already exists in memory.  
This action will delete the existing file.  
Continue?

Yes-  / No-

- 2 Press the **RETURN** () key to delete the auto column in memory and create a new Auto Column.  
● If you do not wish to delete it, press the **CANCEL** () key.

**E**

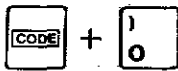
# 9-1 THESAURUS

Words that have almost the same meaning are called synonyms. The Thesaurus will give you a list of synonyms so that you can select the one best suited for clear and effective expression.

**The Thesaurus can be used even when Accu-Spell Plus is activated.**  
**The Thesaurus does not work when a text is printing, Address List or Auto Column function is activated.**

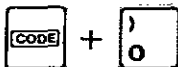
Electronic Thesaurus licensed from Houghton Mifflin Company. U.S. Pat. No. 4,724,523. Copyright © 1985 by Houghton Mifflin Company. All rights reserved. Reproduction or disassembly of embodied algorithms or database prohibited. Based upon Roget's II: The New Thesaurus.

- 1a** To select a synonym for a word, position the carriage/cursor on the word or on the space immediately following the word depending upon the mode you are in. (e.g. last)



- 2a** Press the **CODE + 0** keys to activate the Thesaurus.

-OR-



- 1b** Just before typing a word you want to change, press the **CODE + 0** keys.



- 2b** Type the word for which you want a synonym and press the **RETURN (↵)** key. (e.g. last)

- 3** The Thesaurus will display a word type menu showing all the applicable word types (i.e.: adjective, adverb, noun and verb). Next to each word type is the number of synonym display lists available for that word.

Enter Word = last	Select part of speech then press ↵.
ADJECTIVE ( 4 ) ADVERB ( 1 ) NOUN ( 1 ) VERB ( 3 )	

- When the word has only one word type, the word type menu will not appear.



- 4** Select the type of the word by using the **ARROW** keys. Let us suppose that you have selected "ADJECTIVE ( 4 )".

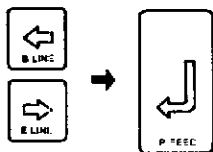


- 5** Press the **RETURN (↵)** key. The display will show:


Enter Word = last	Select word then press ↵ to replace.
ADJECTIVE ( 1/4 ) previous foregoing latter preceding	

"ADJECTIVE ( 1/4 )" indicates that the first of four synonym lists is now displayed.

- If the list is longer than what can be shown on the display, press the **DOWN ARROW** key to display the rest of the list.



- You should understand that the four lists correspond to four different meanings of the adjective “last”, while the words belonging to the same list differ only by subtle nuances.

- You can always cancel this operation by pressing the **CANCEL** () key.

- If no synonym is found, the display will show:

**No Synonyms Found!**

- When the word designated in your text is not in the simple grammatical form (e.g. "worked" instead of "work"), the synonyms are displayed in the same grammatical form. This is valid for all verb forms, nouns, plurals and "s" endings.
- When substituted in a text, a synonym will respect the attributes of the old word (bold, underline, etc.) as well as the capitalisation.
- The following example shows how a word is designated according to the carriage/cursor position when you press the **CODE+0** keys.

... take over the family business.

- over
- take over
- take

# 10-1 ACCU-SPELL PLUS™

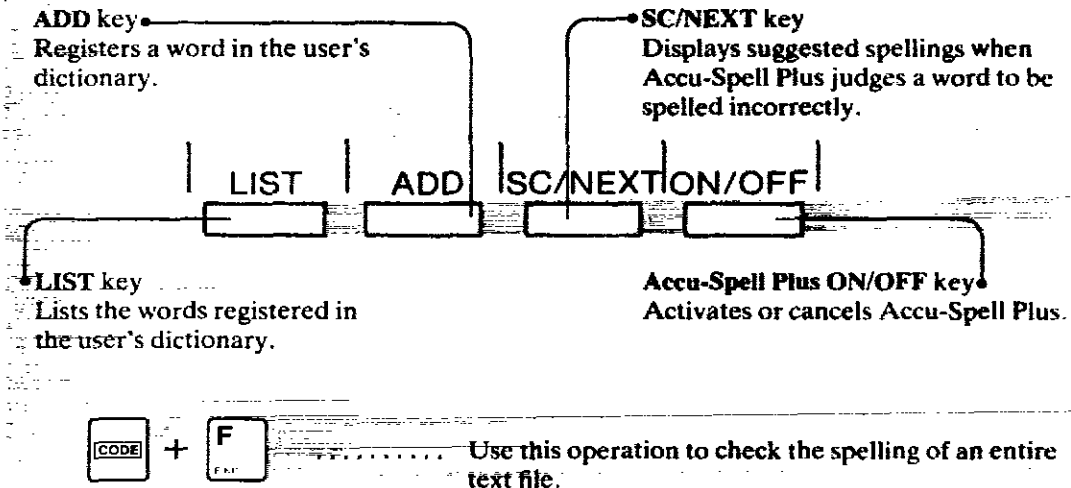
## (Spell Verifying/Correcting Feature)

When you misspell a word in either the Typewriter Mode or Word Processor Mode, Accu-Spell Plus informs you by means of an indication on the display and a buzzer. By using Accu-Spell Plus function, you can easily replace misspelled words with the correct spelling. The typed words are checked against the basic dictionary, which contains about 60,000 words, and a user's dictionary of up to 120 words.

The user's dictionary can be deleted and changed, and a list of user's dictionary words can be printed or displayed.

● Accu-Spell Plus™ is a trademark for the Spell Correct Function in the U.S.A.

● The following keys are used as Accu-Spell Plus Function keys.



Accu-Spell Plus operates when you make an input from your keyboard.

It does not work when a text is printing. Address List or Auto Column function is activated.

[0]

International CorrectSpell™ English licensed from Houghton Mifflin Company. Copyright © 1988 by Houghton Mifflin Company. All rights reserved. Reproduction or disassembly of embodied algorithms or database prohibited.

● International CorrectSpell™ is an HMCo trademark.

## A Accu-Spell Plus Operation



- 1 Press the Accu-Spell Plus **ON/OFF** key.  
The display message "SPELL" will appear on the Status Line.

- 2 While Accu-Spell Plus is activated, enter the words as usual.



OR



- 3 When you end a word (by pressing the **SPACE BAR** or **RETURN** (↵) key, etc.), it will be checked.

- If the word is not contained in either the basic dictionary or the user's dictionary, the unit will judge it to be a misspelled word, the buzzer will sound and the word will flash on the display.

In the Normal Typing Mode, a misspelled word will be displayed without flashing as follows. (Except the Word Processor Mode)

Error:

- If the word is found in either the basic dictionary or user's dictionary, the buzzer will not sound and the display will remain unchanged.
- If the **RETURN** (↵) key is pressed immediately after typing a misspelled word, the buzzer will sound but the word will not flash on the display. (Except the Word Processor Mode)



- 4 Press the **SC/NEXT** key.  
The display will show:

Searching for Alternatives.

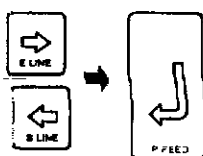
After a few seconds, some correctly spelled words will show at the bottom of the display.

- If the desired word is not displayed, press the **UP/DOWN ARROW** keys to display the next set of suggestions.  
Repeat this operation until the desired word is displayed.

When Accu-Spell Plus has no more suggested spellings, the display will show:

No More Alternatives.

In this case, press the **CANCEL** (⌫) key and use the ordinary correction method.



- 5 Select the desired word by using the **ARROW** keys and press the **RETURN** (↵) key.  
The misspelled word will be replaced with correct one.

- You can correct the misspelled word while it is flashing.
- If the length of the correct word is different from the misspelled word in the "NORM" mode, the misspelled word and the following characters are deleted and reprinted. (Except the Word Processor Mode.)
- If the word to be inserted is longer than the misspelled word, causing the line to go past the right margin, the display will show:

Word Too Long!

## Word Endings

Accu-Spell Plus checks a word only when it has been completed.

The unit judges that a word has been completed when you perform one of the following operations:

- when you press the **SPACE BAR** after a word
- when you press the **RETURN** (↵) key
- when you press a function key to move the carriage/cursor (**TAB** (→), **SPACE BAR**, etc.)
- when you perform Right Margin Flush or Centring

When you enter a character after entering a hyphen at the end of a line, the automatic return is performed and the word will be connected to the beginning of the next line, and will be spell verified as a single word.

Accu-Spell Plus checks spelling according to the following rules.

- Numbers and symbols are also treated as part of a word. For example, "etc", is treated as a mistake while "etc." is judged correct.
- Symbols before and after a word such as " " (quotation mark) and ? (question mark) are first removed from the word before it is spell verified. For example, "Great!!" is judged correct, but "Gleat!!" is judged incorrect.
- Some punctuation errors are detected. For example, "word:)" is judged as an error and the buzzer will sound.
- Some errors of apostrophe are detected. For example, "now's" and "at's" will be judged incorrect.
- A word consisting of several words joined by hyphen, such as "mother-in-law", is spell verified as a single compound word.
- Accu-Spell Plus takes into account the difference between capital letters and small letters. If you type "check, Check, CHECK", all of these words will be judged correct. This is because when a word is at the beginning of a sentence, it starts with a capital letter, while if it is part of a title it consists entirely of capital letters. If, however, you type "ChEck", it will be judged incorrect.
- In the case of words which always begin with a capital letter, such as America, both "America" and "AMERICA" will be judged correct, however "america" will be judged incorrect.

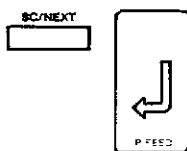


- 1 While Accu-Spell Plus is activated, press the **MENU** key, and then load a text file from disk or open a phrase to be verified.
- 2 Move the cursor to the desired position to start the check.
- 3 Press the **CODE + F** keys.
- 4 Each word in the text or phrase will be verified from the cursor position sequentially to the end of the text or phrase.  
The display will show:



Verifying

- 5 If a word that is not in the dictionary is found, spell verification will be interrupted, the buzzer will sound twice, and the word will appear as a flashing indication on the display.
- 6 Correct the misspelled word by pressing the **SC/NEXT** key and the **RETURN (↵)** key.
- 7 To continue spell verification, press the **CODE + F** keys again.
- 8 If no misspelled words are found in any part of the text or phrase, the following message will appear on the display, and the cursor position remains unchanged.



Verify End

## C How to Add Words to the User's Dictionary

- 1 Enter the word to be added.
- 2 Press the **ADD** key.
- 3 The word will be registered in the user's dictionary.  
The display will show:

ADD

Added: (the added word)

- You can register a word by pressing the **ADD** key immediately after the check.
- You can also register a word by first moving the carriage/cursor to the desired word and then press the **ADD** key.
- You can also register words which include numbers and symbols, but at least two alphabet characters should be included for registration. Otherwise the display will show:

Not Accepted!

- If there is no room in the user's dictionary memory to register the word, the buzzer will sound and the display will show:

User's Dictionary Full!

In this case, you must first delete a word or words already registered in order to register the new word.

- If the word which you want to register is already registered in the basic dictionary or user's dictionary, the display will show:

Already Exists!

- You can add a word of a maximum of 30 characters.  
If you attempt to add a word of more than 31 characters, the display will show:

Word Too Long!

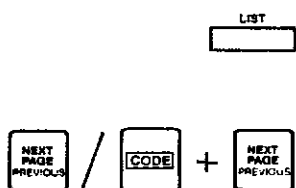
- When you attempt to register a symbol such as "⏮" or "⏭" etc., the display will show:

Not Accepted!

Of a word surrounded by punctuation (e.g. (XXX)) or added to the user's dictionary, the entire sequence, including punctuation will be added. Therefore, it is not possible to add words that are surrounded by punctuation. If punctuation is added, a later occurrence without punctuation will be judged incorrect. In such a case, delete the later example and delete the earlier form.

## D How to List Words in the User's Dictionary

### How to Display the Contents of the User's Dictionary



- 1 Press the **LIST** key.  
The first 8 words in the user's dictionary will appear on the display in alphabetical order.
- 2 Each time you press the **NEXT PAGE** key or the **CODE+NEXT PAGE** keys, the next page or the previous page of words will be displayed.

- If there is no word in the user's dictionary, the display will show:

User's Dictionary Empty!

### How to Print the Contents of the User's Dictionary



- 1 While in the List Mode, press the **PRINT** key to start printing from the first word.
- 2 If you want to stop printing, press the **PRINT** key. Printing will temporarily stop.

- Printing will stop after printing 50 lines, and then the display will show "Page End!".

To continue printing, insert a new sheet of paper and press the **PRINT** key.







To cancel printing, press the **CANCEL (⊗)** key.

### How to Enter the List Mode






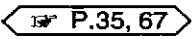


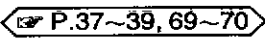





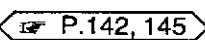





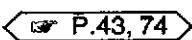


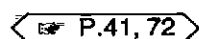


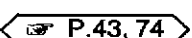


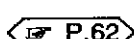


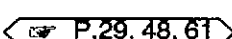


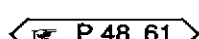





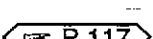






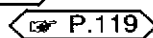


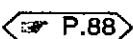


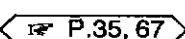


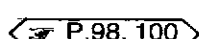


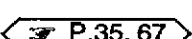





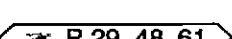


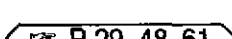















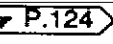














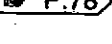


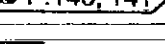


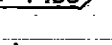


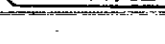


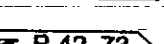


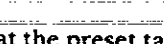





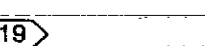






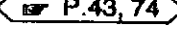


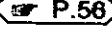






- 1 While in the List Mode, press the **LIST** key.

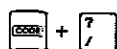
## **E** How to Delete Words from the User's Dictionary

-  **1** Press the **LIST** key.
-  **2** Select the word to be deleted by using the **ARROW** keys.
- 
-  **3** Press the **CANCEL** () key.  
The selected word will be deleted from the List of User's Dictionary.
- While displaying a list of the registered words, you can delete a word by selecting it with the **ARROW** keys and then pressing the **CANCEL** () key.

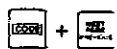
# 11-1 LIST OF CODE KEY FUNCTIONS


 + 	.... sets/releases auto carrier return mode in the typewriter mode 
 + 	.... sets/releases BOLD print 
 + 	.... centres information 
 + 	.... embeds the display symbols 
 + 	.... finds misspelled words (in edit mode) 
 + 	.... disable the status and ruler lines information on the 14th line in Text edit mode 
 + 	.... Half spacing 
 + 	.... sets/releases Paragraph Indent 
 + 	.... moves the carriage by 1/60 inch (Micro Spacing) 
 + 	.... stores line spacing to text 
 + 	.... changes margin format 
 + 	.... recalls Margin Format O 
 + 	.... sets a Stop Code in a text 
 + 	.... inputs sort rectangle 
 + 	.... prints information with the last character on each line aligned at the right margin 
 + 	.... searches words in a phrase or a text  .... searches strings in a record of Address List 
 + 	.... text append 
 + 	.... sets/releases Continuous Underlining 
 + 	.... reference code for mail merge 
 + 	.... sets/releases Word by Word Underlining 
 + 	.... replaces a word/words in a phrase or a text 
 + 	.... recalls Margin Format Y 
 + 	.... recalls Margin Format Z 

-  +  .... sets/releases the insert/over typing 
-  +  .... moves information block in a phrase or a text 
-  +  .... copies information block in a phrase or a text   
copies a record to another record 
-  +  .... deletes information block in a phrase or a text   
deletes a record in Address List. 
-  +  .... sets page break 
-  +  .... sets page length 
-  +  .... jumps to desired page 
-  +  .... controls the impact of the printed characters 
-  +  .... recalls phrases 
-  +  .... enables the Thesaurus feature 
-  +  .... displays the layout of text 
-  +  .... makes correction manually in the typewriter mode. 
-  +  .... Permanent Hyphen 
-  +  .... Permanent Space 
-  +  .... aligns decimal points at the preset tab stops 
-  +  .... clears all tabs and margins 
-  +  .... auto paper insertion   
searches the return mark while executing the word search command or the word replace command 
-  +  .... presets the unit for typing capital letters, lower case numbers, punctuation marks and symbols 
- f**  +  .... next search word (in edit mode) 
-  +  .... previous search word (in edit mode) 
-  +  .... express return 




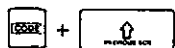
.... Mail Merge recorder header  P.100




.... scrolls to the previous page.  P.54


scrolls to the previous RECORD of Address List  P.115

scrolls to the previous page of words in user's dictionary  P.147




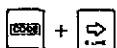
.... scrolls to the previous display  P.55



.... scrolls to the next display  P.55




.... advance the cursor to the beginning of the line  P.55



.... advance the cursor to the end of the line  P.55



.... deletes one line at a time  P.34, 51

# 11-2 LIST OF DISPLAY MESSAGES

Message	Description
Added: .....	You can register the word into the user's dictionary.
Already Exists! .....	The entered word has already been registered in the user's dictionary.
Appending Text .....	The machine is appending a document into a text.
AUTO .....	Auto carriage return mode is in operation.
BOLD .....	Bold print is in operation.
Can Not Copy! .....	Cannot copy a phrase or document into the body of a text.
Can Not Set Here! .....	You have tried to change the Margin Format or the Line Spacing in an illegal area inside a text.
CENTRE .....	Centring is in operation.
CENTRING BETWEEN WORDS .....	You can centre information between words.
Change Margin Format, Y/Z/O (original)? .....	Do you want to change the margin format stored in the text?
Changing Format .....	The machine is changing the margin format.
CHECK PLATEN! .....	Something is wrong with the mechanical line space. Please check it.
CHECK RIBBON! .....	Something is wrong with the mechanical ribbon feed. Please check it.
CODE .....	CODE key is pressed.
Code+ / not found in the Mail List .....	There are no records in the Mail List.
CP. LOCK .....	Caps lock mode is activated.
Current Word = .....	Enter the word or words you want to replace.
DECTAB .....	Decimal Tabulation is in operation.
Deleting File .....	The machine is deleting a file from the disk.
Directory Full! .....	The maximum of 112 files were entered on the disk directory.
Disk Error! .....	Information cannot be accessed or the disk is not formatted.
Enter Word = .....	Enter the word for which you want a synonym.
Formatting disk .....	The machine is formatting a disk.
Impression : .....	Select the desired typing impression (Light, Medium or Heavy).
INDENT .....	Paragraph indent is in operation.
INS. ....	Insert typing mode is in operation.
LID OPEN .....	The front plate is opened.
Line Space : .....	Enter the desired line spacing (1, 1.5 or 2).
Loading File .....	The machine is loading the file from the disk into the memory.
<b>FI</b> LOCK .....	LOCK key is pressed.
Machine is Busy! .....	The machine is operating. Please wait.
Mail List = .....	Enter the name of the mail list you want to merge with letter.
Manual Correction Mode .....	You can make corrections on a previous line.
MARGIN OVER .....	You have exceeded the right margin.
Memory Full! .....	Entire memory capacity has been used.
New Name = .....	Enter the new name for a stored file.
No Disk! .....	Floppy Disk is not inserted to the disk drive.
No Files in Memory! .....	There is no file to be stored to disk.



## Message





## Description


No Files on the Disk!	There are no files on the disk.
No More Alternatives	The standard and user's dictionaries have no more alternatives.
No Print Mode	Manual correction without printing is in operation.
No Text in Memory!	There is no text to be stored to disk.
No Qualified Records!	A qualified record does not exist in the mail list.
No Synonyms Found!	The word has no synonyms.
Not Accepted!	The entered word contains illegal characters.
Not Found!	The required word is not within this phrase, text or address list or the file not in the disk.
Over Allowed Line Number!	You have exceeded the line number in the term of address list.
Page End!	You have reached the last line of the preset page ending.
Page Length =	Enter the number of lines per page.
Page Number =	Enter the page number you wish to jump to in memory.
Parameter Error!	There is an incorrect parameter.
Printing!	The machine is printing.
Protected Disk!	The inserted disk has been protected. You cannot write, clear, rename or format on this disk.
Qualifier :	Enter the qualifying fields you want to select from.
Reading Disk	The machine is reading the file from the disk into memory.
Reading Source Disk.	The machine is reading the source disk in disk copy operation.
Record No. =	Enter the record number you want to copy.
Reference Code Mismatch	The form letter includes more reference codes than variables which a record in the mail list includes.
Renaming File.	The machine is renaming a file.
Replace Word =	Enter the word or words you want to insert.
R.M.F.	Right margin flush is in operation.
Searching for Alternatives.	The machine is searching for the suggested spellings.
Searching Records.	The machine is searching for the desired records.
Search Word =	Enter the information you want to search for.
Sorting Records.	The machine is sorting the records.
SPELL	Accu-Spell Plus function is in operation.
Store Current Margin Format to Y/Z?	In which location do you want to store the margin format.
Storing File.	The machine is storing the file in memory onto disk.
Term Too Long!	The entered characters are too long.
Too Many Records!	You have tried to enter more than the maximum number of records.
Too Many Tab Stops!	You have tried to enter more than the maximum number of tab stops.
Top of Lists!	This position is top of list record in the Address List Mode.
User's Dictionary Empty!	There are no words in the user's dictionary.
User's Dictionary Full!	There is no more memory in the user's dictionary.
Verify End	Verifying is completed.
Verifying	The machine is verifying.
Word Too Long!	The entered word is too long (greater than 30 characters).
Writing Destination Disk	The machine is writing the destination disk.
<u>XX XX</u>	Continuous Underlining is in operation.
<u>XX XX</u>	Word by Word Underlining is in operation.

# 11-3 OTHERS

## A Troubleshooting

- Check the points below before returning your unit for service.

Symptom	Cause	Remedy/check
No operations; even when keys are pressed, nothing appears on the display.	The <b>POWER</b> switch is turned <b>STANDBY</b> (  ) or the Power Cord is unplugged.	Turn the <b>POWER</b> switch to <b>ON</b> (I). Plug in the Power Cord.
	The LCD Contrast control is set to low contrast.	Adjust the setting of the LCD Contrast control.
Unit does not print correctly, or printing is blurred.	Paper Release Lever is in Release position.	Push lever to Lock position.
	End of Ribbon Cassette or Correction Tape.	Replace with new Ribbon Cassette or Correction Tape.
No deletion even with the <b>CANCEL</b> (  ) keys; blurred characters.	Correction Tape is not installed, or installed incorrectly.	Install Correction Tape.
Buzzer sounds during typing and typing is disabled (keys do not function).	Carriage at right margin.	Press the <b>RETURN</b> (  ) key and move carriage to next line.
		Press the <b>MAR REL</b> (  ) key and continue printing on same line.
	Text Memory is full.	Re-edit the data or cancel the Memory mode.

- If you encounter any unexplained difficulties with the Word Processor, you may try performing a total "reset" of the unit by turning the power switch off, pressing and holding the **CODE + SHIFT** (  ) keys, and turning the power switch on. Please note that this reset operation will erase all of your internal memory, as well as all of your margin and tab settings.

## B Product Service

- f** Should your Panasonic product ever require service, consult your authorised Panasonic dealer for additional information.

# 11-4 OPTIONAL ACCESSORIES

• Replacement parts and accessories are available through your local authorised dealer.

Part No.	Description	Comment
KX-R10	Daisywheel Printing Element COURIER 10	1 unit
KX-R12	PRESTIGE ELITE 12	1 unit
KX-R13	SCRIPT 10/12	1 unit
KX-R14	MINI BLOC 15	1 unit
KX-R15	BERLIN ITALIC 10/12	1 unit
KX-R17	LETTER GOTHIC 12	1 unit
KX-R18	PRIMUS 10/12	1 unit
KX-R20	Correctable Film-Ribbon Cassette	1 unit
KX-R21	Fabric Ribbon Cassette	1 unit
KX-R30	Lift-off Correction Tape	2 units
KX-R31	Cover-up Correction Tape	2 units
KX-R50	Correctable Film-Ribbon Cassette	2 units
KX-R51	{ Correctable Film-Ribbon Cassette Lif-off Correction Tape	{ 3 units 2 units

# 11-5 SPECIFICATIONS

Print Element:	Daisywheel; 96 characters
Print Speed:	12 cps
Print Pitch:	10, 12, 15
Line Spacing:	1, 1.5, 2
Paper Width:	12"
Writing Line:	10"
Ribbon:	Correctable Film-Ribbon, Fabric Ribbon (Optional)
Correction Tape:	Lift-off Tape, Cover-up Tape (Optional)
Operating Modes:	Typewriter Mode, Word Processor Mode,
Memory Life:	Min. 5 years (Lithium Battery)
Correction Memory:	1 line
Text/Address List Memory:	48,000 Characters
Phrase Memory:	2,000 Characters
Disk Drive:	3.5" 2DD Micro-Floppy Disk, 713 KB/disk
Built-in Dictionary:	60,000 words
User Dictionary:	120 words
Display Type:	Liquid Crystal Display supported by backlight with contrast/brightness control
Display Size:	80 chr. x 14 lines
Power Requirements:	Refer to the nameplate located on the bottom of the typewriter.
Power Consumption:	35 W (Approx. 3 W: When the power switch is turned off)
Operating Temperature:	41°F (5°C) to 95°F (35°C)
Operating Humidity:	20 to 80% RH
Storage Temperature:	-4°F (-20°C) to 140°F (60°C)
Dimensions:	17" (W) x 15 1/8" (D) x 4 5/8" (H) (432 x 395 x 118 mm)
Weight:	14 1/16 lbs. (6.5 kg)

# 11-6 INDEX

<b>A</b>	Accent Symbols .....	13	Within correction memory		
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